LPA SITE VISIT CHECKLIST

PROJECT DATA

|  |  |
| --- | --- |
| Date |  |
| State Project Number |  |
| CMS Contract Number |  |
| Federal Project Number |  |
| City Project Number |  |
| NTP |  |
| County/City |  |
| Project Location |  |
| Project Description |  |
| Prime Contractor |  |
| Percent Work Complete |  |
| Percent Time Elapsed |  |
| Original Contract Completion Date |  |
| Current Contract Completion Date |  |
| Award Amount |  |
| Current Contract Estimate |  |
| Split, Max |  |

STAFFING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Item | Yes | No | N/A |
|  | Staffing is adequate |  |  |  |
|  | LPA has provided a full-time employee of the local agency to be in “responsible charge” of the project (Name: ) |  |  |  |
|  | Personnel performing inspection work are qualified per the approved qualification program, or otherwise suitably experienced to perform successfully |  |  |  |
|  | Field staff has all equipment required to perform necessary inspections and materials tests |  |  |  |
|  | Material testers are certified |  |  |  |

Comments:

WORKMANSHIP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Item | Yes | No | N/A |
| Environmental |
|  | Erosion and sediment control devices are installed properly and are well maintained |  |  |  |
|  | Contract specific environmental requirements are in compliance |  |  |  |
|  | Inspections are conducted in accordance with contract requirements |  |  |  |
|  | Environmental permits are available onsite |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Earthwork |
|  | Fill placement complies with contract requirements |  |  |  |
|  | Compaction test results are satisfactory |  |  |  |
|  | Sampling and testing (frequency/location) are conducted in accordance with contract requirements |  |  |  |
| Structures |
|  | Pile Driving records are on file (including welder certifications and procedures) |  |  |  |
|  | Placement, tying, and cover of reinforcing steel comply with contract requirements |  |  |  |
|  | Bolt certifications are on file along with test results |  |  |  |
|  | Curing process complies with specifications |  |  |  |
|  | Sampling and testing (frequency/location) are conducted in accordance with contract requirements |  |  |  |
| Asphalt |
|  | Base is in good condition |  |  |  |
|  | Mix is delivered at proper temperature |  |  |  |
|  | Tacking complies with specifications |  |  |  |
|  | Mix is spread properly (thickness, crown, joints, uniform texture, continuous operation of paver) |  |  |  |
|  | Proper density is being obtained |  |  |  |
|  | Ride quality is in conformance with specifications |  |  |  |
|  | Sampling and testing (frequency/location) are conducted in accordance with contract requirements |  |  |  |
| PCC |
|  | Mix spread to correct thickness |  |  |  |
|  | Curing and tining applied in timely manner |  |  |  |
|  | Dowel baskets properly installed |  |  |  |
|  | Ride quality is in conformance with specifications |  |  |  |
|  | Sampling and testing (frequency/location) are conducted in accordance with contract requirements |  |  |  |
| Work Zone |
|  | Traffic control devices installed in accordance with Traffic Control Plan |  |  |  |
|  | Traffic control devices are clean and well maintained |  |  |  |
|  | Travel way is well delineated |  |  |  |
|  | Work zone inspections are completed in accordance with contract requirements |  |  |  |

Comments:

DOCUMENTATION AND RECORD KEEPING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference | Item | Yes | No | N/A |
|  | Project field records adequately maintained to support quantities submitted for payment (Note in Comments specific pay items checked) |  |  |  |
|  | Inspector Daily Reports and Project Diary adequately support work progress, time charges, day’s operations, contractors’ and subcontractors’ personnel and equipment, DBE activities, quantities placed, traffic control plan compliance, erosion control plan compliance, etc. |  |  |  |
|  | Material tickets and receipts are properly identified |  |  |  |
|  | Contract change documentation is adequately maintained |  |  |  |
|  | Acceptance sampling and testing reports are on file |  |  |  |
|  | Materials sampling and testing conducted as required |  |  |  |
|  | Failed tests are documented with cross-references to re-tests |  |  |  |
|  | Materials Certifications are on file |  |  |  |
|  | Buy America requirements included on invoices and certifications for all iron and steel products |  |  |  |

Comments: