Checklist for Trenchless Crossing Installations

PROJECT NAME:		
CIP NO:		
HRSD PM:		)
ENGINEER:		)
ENGINEER:		)
INSPECTOR:		)
CONTRACTOR:		)
SUB-CONTRACTOR:		)
OTHER:		)

JACK AND BORE INFORMATION

ITEM	Description	Information Provided (By Contractor)	Verified in Field
1	**Schedule of Trenchless Operations** (Projected Start Date & End Date)		
2	**Location of Trenchless Crossing** (Intersection, Cross Street, Etc.)		
3	**Length of Casing Pipe (ft.)**		
4	**Casing Pipe Diameter (in.)**		
5	**Carrier Pipe Diameter (in.)**		

CONTRACTOR WORK PLAN

(List step-by-step procedures with approximate dates/times)

CONTRACTOR'S ROADWAY SETTLEMENT CONTINGENCY PLAN

(List actions to be taken if settlement is observed in roadway due to trenchless crossing operations)

CONTRACTOR'S OPERATIONAL CONTINGENCY PLAN

(List actions to be taken if a unexpected object is encountered which prevents casing pipe progression)

CONTRACTOR'S EQUIPMENT CONTINGENCY PLAN

(List actions to be taken if an unexpected mechanical failures are encountered)

EXISTING UTILITY COORDINATION CHECKLIST (CHECK IF NOTIFIED)			
√	**EX. UTILITY (INSERT LOCALITY)**	**Emergency Contact**	**Contact Number**
	_____ - Water		
	_____- Sewer		
	_____- Traffic		
	_____- Stormwater		
	Verizon		
	Cox Communications		
	Dominion Virginia Power		
	Virginia Natural Gas		
	Level 3 Communications		
	Other:_____		
	Other:_____		
	Other:_____		
	Other:_____		

SPECIAL CONDITIONS OR REQUIREMENTS

PREPARATION CHECKLIST (PRIOR TO TRENCHLESS CROSSING OPERATIONS)

√	Checklist Item	Notes/Comments
	Have proper maintenance of traffic been implemented suitable for this work?	
	Have proper shoring (well sheeted and braced) and dewatering methods been implemented as necessary to provide safe and adequate access?	
	Are there areas outside the excavation where the roadway and/or utilities have been undermined?	
	Are required gas detecting meters on site and operational for pit entry and welding operations?	
	Are all components of trenchless crossing equipment required to successfully complete the bore on site and/or readily available?	
	Are typical spare parts for the trenchless crossing equipment on site and/or readily available?	
	Has the Contractor familiarized himself with the available surface and subsurface data?	
	Has the Contractor, the Owner's Representative, and Locality Representative surveyed the area to identify existing areas of settlement?	
	Has the Contractor, the Owner's Representative, and Locality Representative surveyed the area to identify any existing cracking of pavement?	
	Has the contractor performed a subsurface survey utilizing Ground Penetrating Radar (GPR)?	
	Are specialized bits/augers readily available if hard/course materials are encountered?	
	Are specialized bits/augers readily available if extremely soft materials in encountered?	
	Has a surface settlement monitoring grid system been implemented as required?	
	Has any existing utilities been disturbed, offset, or relocated as a result of jack and bore pit excavation?	
	Other:_____	
	Other:_____	

ACCEPTANCE CHECKLIST (AFTER JACK AND BORE OPERATIONS)

√	Checklist Item	Notes/Comments
	Has the Contractor backfilled the entry/receiving pits in accordance with the contract documents?	
	Has all site restoration been completed in accordance with the contract documents and considered acceptable to the Locality?	
	Did the surface settlement monitoring grid system indicate any surface settlement?	
	Has the Contractor, the Owner's Representative, and Locality Representative surveyed the area to identify new areas of settlement?	
	Has the Contractor, the Owner's Representative, and Locality Representative surveyed the area to identify any new cracking of pavement?	
	Has the contractor performed a subsurface survey utilizing Ground Penetrating Radar (GPR)?	
	Were record documents marked up to record any offsets or replacements of existing utilities?	
	Other:_____	
	Other:_____	

SPECIAL CONDITIONS OR REQUIREMENTS