

Section 27 - Checklist for Trenchless Crossing Operations

A. Introduction - Professional Services firms (FIRM), under the direction of HRSD's Engineering Department, Design and Construction Divisions, are required to work closely with Contractors who are preparing to use approved trenchless crossing means and methods for installation of force mains or gravity sewer mains under roadways and waterways. HRSD developed a trenchless crossing checklist that has been based upon our progressive learning by doing and preparing for these installations. The attached checklist is to be used in conjunction with Section 26 - Trenchless Installations and Rehabilitation of this manual.

B. Completion and Submittal of "Checklist for Trenchless Crossing Operations"

1. The FIRM shall use the attached template form to coordinate with the Contractor to confirm that each step in the planning process for upcoming trenchless crossings is well thought out and resources are available.
2. The FIRM shall submit a copy of the completed checklist to the HRSD Project Manager / Task Manager prior to the trenchless crossing attempt.
3. The Project Manager / Task Manager shall file a digital version of each checklist in the appropriate location.