

LPA SITE VISIT CHECKLIST

PROJECT DATA

Date	
Federal Project Number	
Project Name/Route Number	
County	
Project Description	
Percent Work Complete	
Percent Time Elapsed	
Original Contract Completion Date	
Current Contract Completion Date	
Award Amount	
Current Contract Estimate	

STAFFING

Reference	Item	Yes	No	N/A
635.105	Staffing is adequate			
635.105	LPA has provided a full-time employee of the local agency to be in "responsible charge" of the project (Name: _____)			
637.209	Personnel performing inspection work are qualified per the approved qualification program, or otherwise suitably experienced to perform successfully			
635.105	Field staff has all equipment required to perform necessary inspections and materials tests			
637.209 136.11.9	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
635.123 136.11.7	Project field records adequately maintained to support quantities submitted for payment (Note in Comments specific pay items checked)			
136.11.7	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.			
136.11.7	Material tickets and receipts are properly identified			
136.11.4	Contract change documentation is adequately maintained			
136.11.7	Acceptance sampling and testing reports are on file			
136.11.9	Materials sampling and testing conducted as required			
136.11.9	Failed tests are documented with cross-references to re-tests			
136.11.7	Materials Certifications are on file			
635.410	Buy America requirements included on invoices and certifications for all iron and steel products			

Comments: