

## ATTACHMENT L – SUPPLEMENTAL CONDITIONS

### GROSSMONT HIGH SCHOOL KITCHEN AND WEIGHT ROOM

The following are supplemental conditions for the project. These supplemental conditions are part of the project's requirements to stipulate and clarify inclusions, exclusions, and other information. These requirements are in addition to the requirements found elsewhere in the project documents. Any scope included within the supplemental conditions is a requirement of the contract. Scope inclusions that are not utilized during the course of construction will be credited back to Grossmont Union High School District (GUHSD) upon completion of the project.

- I. **GENERAL REQUIREMENTS:** The following general requirements apply to all work included in this contract:
1. Prime Contractor has reviewed the Project site and is aware of existing conditions.
  2. Contractor has reviewed the As-Built drawings, is aware and has included all items contained there-in that may affect their bid.
  3. The project is located on an existing operating High School Campus. Prime Contractor is responsible to ensure construction activities do not affect Campus operations. Prime Contractor to sequence and schedule work to permit uninterrupted and safe use of the campus by staff and students.
  4. Comply with all City, County and State requirements, prepare haul route and obtain permits, as required. Include preparation of all paperwork; haul route maps, applications, etc., as required by the local municipality. If required, include erosion control measures.
  5. Maintain fire department access requirements, emergency access for District personnel and construction personnel.
  6. Continuously clean all on and off-site roadways during earthwork, demolition and hauling operations that result in dirt and debris collecting on roadways and access paths. The only acceptable street cleaning equipment is equipment that will not create dust.
  7. Obtain and comply with all AQMD permits (if required) and CAL/OSHA safety requirements.
  8. All import soil must be sourced from a DTSC certified site and be DTSC compliant. Provide documentation of the DTSC certified source site to C.W. Driver three (3) days after notice of award.
  9. Provide dust control for earthwork operations. Site is to be sufficiently wetted at end of shift to prevent the need for off-hours dust control. Protect existing structures and surrounding areas from water damage due to dust control.
  10. Include all necessary precautions (including retaining a utility locator service, potholing and/or exposing of each utility in the excavation zone) to prevent disturbing of known or unknown existing underground utilities and/or structures, which are not to be removed in this scope of work.
  11. Provide all necessary railings, barricades, fall protection, and safety devices related to all work including excavation, earthwork, and demolition in compliance with all Local, State

- and Federal agencies including temporary shoring and structural bracing. Remove all temporary items when no longer required.
12. Provide protection of existing finishes to remain including installation and maintenance of dust and weather barriers for existing buildings. Special attention to protect existing hydrants, backflow preventers, meters, etc. shall be made.
  13. Provide flagmen as required. It is understood that the work will take place within an operating campus and that the Prime Contractor is solely responsible to protect the public and maintain un-interrupted access to the campus by the general public. Provide all barricades, etc. as required to achieve this. Perform work during off- hours as required to avoid disruption of campus operations.
  14. Prime Contractor will be responsible for collateral damage to areas or finishes not scheduled for demolition as a result of his operations.
  15. Prime Contractor must provide a construction schedule within ten (10) calendar days of notice to proceed for District and Construction Manager (CM) review. The construction schedule shall meet all requirements and dates of the Project master Schedule provided in the bid documents. The Prime Contractor's schedule will be cross-examined with the master construction schedule and with other Prime Contractor's work.
  16. Prime Contractor has included the costs for off-site storage of project materials should inefficient area be available at the job site. Off-site storage includes but is not limited to Prime Contractor's office, bonded warehouses, storage units, etc. Off-site storage security is the responsibility of this Prime Contractor.
  17. It is understood that the supplemental conditions contained in the Contract Documents are a material element of this Contract and scope of work. It is specifically noted that the Prime Contractor shall be responsible for all requirements and clauses contained in the Project Specific Provisions.
  18. Prime Contractor may use the domestic or irrigation water service on site. If this is insufficient, this Prime Contractor shall arrange and pay for all other necessary water services. Obtain permits and meters from governing Water District if use of fire water is required. Prime Contractor shall pay for any use of fire water.
  19. Prime Contractor may use the electrical services on site. Prime Contractors shall provide temporary power systems to support construction activities, as required.
  20. Protect all existing hardscape, barricades, trees, etc. that may be damaged during work operations.
  21. Protect all existing structures/utilities/benchmarks/miscellaneous items as required.
  22. Prime Contractor shall walk the site and provide the Construction Manager a video of existing conditions (i.e. damaged curbs, raveling, etc.) prior to commencing work. Prime Contractor shall remedy any damage resulting from Prime Contractor's work.
  23. Provide continuous handling and removal of spoils from work areas.
  24. Clean-out of concrete trucks and grouting equipment shall be into concrete wash out containers provided and maintained by the Prime Contractor.

25. Testing and inspections are included in this contract when inspections are caused by Prime Contractor's failure to meet testing and inspection criteria.
26. It is the Prime Contractor's responsibility to protect all existing utilities from damage caused by their operation.
27. Surveying and layout will be provided by the District one time. This includes building corners and benchmarks. Site utilities and improvement survey will be provided at 100' OC. Prime Contractor is responsible for protecting survey provided and recording survey information that is applicable to Prime Contractor's scope. Any re-staking will be charged to the Prime contractor. Prime Contractor may be responsible for additional survey as stated in their scope exhibit.
28. All surplus spoils shall not be stockpiled onsite unless authorized by the Construction Manager. Haul-off is the responsibility of the Prime Contractor. Stockpiles, if allowed, shall not block access to any other work.
29. At the conclusion of all work power wash all paving surfaces and clean all buildings and other surfaces that exhibit dirt, dust or debris from work in this Contract.
30. Any landscaping, irrigation or hardscape damaged during the course of construction must be repaired to its original, before-construction-condition, at no additional cost to the District. Where grass is damaged, re-sod the damaged area and maintain for 30 days until the grass is established. Re-seeding will only be permitted at the specific and written direction of the CM.
31. Regardless of notations, specifications, details found elsewhere; backfill of irrigation and control wires below grade lines shall be shaded with a minimum of 6" of clean, compacted, imported sand.
32. Give proper written notice to the Inspector of Record and Testing Laboratory prior to initial start of fabrication and fieldwork.
33. Include cost of preparation and printing of all shop drawings for all contract work items including all revisions to shop drawings during the approval process and up until payment of retention.
34. Prime Contractor shall notify the Construction Manager and Architect, in writing, of all inconsistencies in the project drawings/specifications and subsequent shop drawings prior to fabrication.
35. Prime Contractor shall utilize the District's E-Builder contract management software program for project communication/documentation. Prime Contractor shall direct all communication to the Construction Manager, per the General Conditions of this Contract.
  - A. RFI's will be processed through E-Builder. The Prime contractor is responsible for generating the RFI and providing all applicable attachments in E-Builder.

- B. The submittal register will be submitted to CM in an excel sheet for review and acceptance by the Architect. Once accepted, the Prime Contractor will upload the register into E-Builder for the submittal tracking process. The register items in E-Builder should be structured to reflect each complete PDF package that will be submitted (not each submittal item in the specifications).
  - C. The project SOV and subsequent payment applications will be processed through E-Builder.
  - D. All Potential Change Orders will be uploaded by the Prime Contractor for processing.
36. Coordinate all shop fabrication / field inspection (for costs relating to inspection see Project Specific Provisions.) Become completely familiar with testing requirements and coordination of mill certificates, labeling, tagging, and stamping of steel during the fabrication process, shipment to jobsite and erection. No unidentified steel shall be used. All steel will have mill certifications and be properly identified (source, heat or melt number, etc.). If required, the Inspection Firm will take steel samples and will perform destructive tests. Accordingly, purchase steel in such quantity, length, size, etc. to allow steel samples to be taken from the actual elements to be used in construction. Coordinate this and provide the samples required by the Testing Laboratory. Provide adequate access for Inspectors to all elements of work. Means of access include ladders, lifts, scaffolds, etc. Costs for re-inspection of any work as a result of previous failed inspection will be the responsibility of this Prime Contractor.
37. A safety Job Hazard Analysis (JHA), task-specific Activity Hazard Analysis (AHA) and a complete fall protection plan shall be submitted to the Construction Manager for review prior to the start of work activities. Prime Contractor must submit their Injury and Illness Prevention Program (IIPP) prior to mobilizing to the project site. Prime Contractor must review Appendix A – Pre-Plan Trench/Excavation Checklist, fill-out and submit the associated paperwork prior to commencing any digging activities. Prime Contractor shall include trench plates at all exposed trenches created in or adjacent to hardscape or paths of travel if not specifically noted in Prime Contractor’s IIPP. Prime Contractor shall cover trenches outside of hardscape or path of travel zones with 1” plywood if Prime Contractor’s own IIPP does not specifically address said condition.
38. On site bathrooms/restrooms or facilities will be provided as noted in the bid packages.
39. The District may remove all materials they wish to salvage prior to the start of work. All items/materials left within the project site at the start of work are to be removed from the site and disposed of by this Prime Contractor.
40. Prime Contractor is required to attend weekly Prime Contractor meetings as required by the Construction Manager. The representative attending the meeting shall be familiar with the project and sufficiently empowered to make decisions regarding their scope of work.
41. Upon return receipt of approved shop drawings, Prime Contractor is responsible to notify the Construction Manager, in writing, of any questions that are unresolved on

- reviewed shop drawings that will delay delivery. Unless the Construction Manager receives notice, all claims for delays shall be invalid.
42. In the event of discrepancies or if an item/system is not clearly defined prior to the bidding deadline, Prime Contractor shall assume the most stringent, higher quality and greater quantity of work for bidding purposes. If Prime Contractor still requires clarification after awarded the project, Prime Contractor shall generate an RFI. If appropriate, a deductive change order shall be issued if the clarification results in a reduced scope. Example: If the plans show a receptacle for a device/equipment but does not designate a panel/circuit for power, Prime Contractor shall assume the power will be fed from a spare circuit from the furthest panel within the building or the closest panel from the closest building. Reference the General Conditions of the Bid and Contract documents for further clarification.
  43. All mechanical, electrical, plumbing and fire alarm plans are schematic in nature only and actual routing of ductwork, piping, raceways, etc. will vary due to actual job conditions. Include all necessary relocations and re-routing as required for a complete and functional system. System components (ductwork, piping, raceways, etc.) should be expected to be relocated up to 10' in order to avoid obstructions. Prime Contractor shall bear all costs to relocate M/E/P/FA components to alleviate conflicts and clashes between systems. Prime Contractor shall conduct weekly M/E/P/FA coordination meetings to ensure that conflicts and clashes are detected and rectified prior to actual installation.
  44. All required utility shut downs shall be closely coordinated with the Construction Manager and the District. Provide a minimum of 72 hours notice prior to each shutdown. It is understood that the operations of a functioning campus shall not be interrupted. Therefore, shut downs may need to occur after hours and on weekends. Prime Contractor shall include the costs for this off-hour work.
  45. Perform shutdowns or tie-ins during off-hours (9pm - 6am). The contract amount shall include any overtime work and temporary facilities (i.e. generators, temporary bathrooms & wash stations, temporary lighting, etc.) necessary for such work. All off-hour work shall be coordinated with the District's Maintenance & Operation (M&O) department and Campus Facilities Departments via the Construction Manager. If the Prime Contractor does not perform a scheduled shutdown, without merit, the rescheduling and associated labor/meetings/time of the shutdown is at no additional cost to the District.
  46. Include all provisions to maintain utilities, mechanical, electrical, plumbing and fire protection services to occupied buildings, site equipment/services/components and any other buildings on campus that are outside the limits of work. These services are to remain fully functional throughout the entire course of the project. This specifically includes but is not limited to performing work out of sequence, installing temporary piping/systems, temporarily cutting/capping piping to assist in other demo operations, etc. The maintenance of said utilities may not be specifically detailed or noted on the plans.
  47. Protect all existing underground vaults that are in the areas of work, repair all damage caused by this Prime Contractor at no additional cost to the Owner. Coordinate with the Construction Manager prior to starting work in any areas where underground vaults exist. If an existing vault is shown to remain within an area scheduled to receive new

- concrete or asphalt, Prime Contractor includes resetting, adjusting or replacing the vault in order to accommodate the new concrete or asphalt grade. Confirm the existing condition of each vault prior to starting the work.
48. Prime Contractor has reviewed the available as-built drawings and information available via site visits and has included all work needed to work over, around and under existing below grade utilities including all “wet” and “dry” systems.
  49. All surfaces of existing building and site components shall be inspected and accepted by the Prime Contractor prior to start of any work. Application of Prime Contractor's work shall constitute acceptance of these components.
  50. It is understood that the work will take place within an operating Campus and that the Prime Contractor is solely responsible to protect the public and maintain uninterrupted access to the campus by the general public. Provide all barricades, etc to achieve this. Perform during off-hours as required to avoid disruption of campus operations.
  51. At the Construction Manager’s discretion, Prime Contractor shall allow any underground utility line to be moved up to 20’ in a horizontal direction, prior to installation, to avoid other obstructions at no extra cost to the District.
  52. Pothole all utility points of connection prior to installation of any below grade pipes or systems. Costs associated with relocating below grade utilities because the point of connection was not verified first will be borne by the Prime Contractor. Prior to any underground work, utilize below grade utility locator service to identify all existing below grade utilities.
  53. Construction parking: All construction parking shall be confined within the limits of work or specific construction parking area designated in the Attachment J – Logistics Plan. Prime Contractors cannot use student, Staff or public parking spaces on campus unless specifically allowed in the contract documents or agreed upon by the District. Costs associated with parking are the responsibility of the Prime Contractor.
  54. Project Signage is to be determined by the District and Construction Manager. No company signs shall be placed on the project without expressed written consent from the District. Prime Contractor will provide all project signage.
  55. Any fire hydrants located on site shall remain active and accessible. Any existing hydrants schedule for removal shall remain active until new hydrants are installed
  56. Verify all existing grades and report any discrepancies prior to starting work.
  57. Prime Contractor shall comply with all District labor requirements including the use of LCP Tracker.
  58. Prime Contractor to remove, protect and reinstall all existing items as required to install new work. This work may not be specifically noted on the contract documents. It is the Prime Contractor’s option whether to protect items in place or remove and reinstall them.

59. Prime Contractor shall provide means and methods to protect finishes and systems to remain from the elements and from construction operations. Any existing finishes, systems or equipment damaged as a result of the Prime Contractor's activities will be replaced by the Prime Contractor at no expense to the District.
60. Prime Contractor understands that the project site is located adjacent to an operating pool and that construction debris can affect the PH balance of the pool if it enters, resulting in chemical changes that require costly remediation. It is the intent of this project to operate near/on the pool deck without damaging/disturbing the existing pool system or the surrounding surfaces. Prime Contractor to include provisions to prevent their construction debris from entering the pool or pool facility. Prime Contractor to include full scrim protection at all scaffolding used on/near the existing pool deck.
61. Prime Contractor can be addressed throughout the Contract Documents as 'Prime Contractor' or 'Contractor.'
62. If the Prime Contractor pursues product substitution, it is the Prime Contractor's responsibility to guarantee the substituted product will not contribute to preventing completion of scope within the contract timeframe. Note: This project contains basis of design products/systems. Prime Contractor must request substitutions through GUHSD's substitution procedures in order to deviate from the basis of design products/systems. If Prime Contractor elects to request substitution, Prime Contractor must account for additional review time of the substitution and subsequent submittal reviews thereafter. Substitution Requests must be submitted, per #012500 – Substitution Procedures, #004325 – Substitution Request Form – During Procurement & #006325 – Substitution Request Form During Construction. Prime Contractor is not permitted to substitute a product after bid unless the product/system can not be provided per the specifications. It is the Prime Contractor's responsibility to verify basis of design products/systems are available at the time of bid and to account of their respective procurement lead times.
63. The Construction Manager has provided an overall construction schedule for bidding and coordination purposes. Upon successful award of the project, the Prime contractor shall anticipate and provide resources for 24 hours of schedule coordination and planning meetings. The meetings will be in person and include all the prime trade contractors. The goal of the schedule coordination and planning sessions will be to develop a master construction schedule, inclusive of the Prime Contractor's input and expertise, to ensure the timely completion of the project. The durations and logic in the master schedule issued in the bid documents are subject to change based on this input. The milestones and overall project duration will not change.
64. The location of the project will make vehicle and equipment access difficult. The Prime contractor must be familiar with the site constraints and logistics plan in order to adequately prepare for the movement of labor, equipment and materials. Off-Hour and weekend work will be required for any work that may impact the operations of the

Campus. Prime Contractor should anticipate and include resources for additional labor to hand-carry materials as needed. Material movement around the occupied classrooms will be severely limited.

65. Prime Contractor includes provisions for testing all existing equipment and systems scheduled to remain that interface with the Prime Contractor's new work. Testing shall be coordinated with the Construction Manager and performed prior to installing new work that interfaces with the existing system and after the Prime Contractor's new work is complete. Once the system has been tested and verified, Prime Contractor shall train end-user on the operation and maintenance of the newly installed work interfacing with the new system.
66. Procurement: It is the intent of this project to procure all material/equipment in-time to complete the Prime Contractor's scope within their respective schedule duration. Prime Contractor shall provide notification of all material/equipment availability within fifteen (15) days of the Preliminary Notice of Award (PNOA). If any material/equipment is unavailable or is anticipated to affect the project completion date, Prime Contractor shall notify the Construction Manager and either provide an equal product/system that is available or provide an expedite option. Prime Contractor shall provide material procurement updates weekly, until all Prime Contractor's material has been procured for the project. Prime Contractor has communicated the procurement expectations with its sub-tiers, distributors and manufacturers accordingly. The District will not entertain schedule relief to Prime Contractors for late procurement if the procurement delay is unsupported by a legitimate force majeure letter from the Manufacturer. If the procurement delay is unsupported and affects the critical path and/or the completion date of the project, the Prime Contractor will be responsible for the schedule delay and any subsequent financial consequences.
67. Prime Contractor has reviewed General Conditions section 7.7 – Cost of Change Orders. If Prime Contractor has been authorized by a Scope Change Directive (SCD) on a Time and Material (T&M) basis, Prime Contractor shall provide signed T&M tickets in Prime Contractor's final Potential Change Order (PCO)/Change Order Request (COR). If a T&M ticket has not been signed by the Construction Manager or an applicable District Representative, the District reserves the right to reject said T&M ticket. Note: Prime Contractor's crew trucks are not compensable equipment items and shall be covered in Prime Contractor's overhead and profit, per section 7.7.2.3-vc.
68. Prime Contractor shall comply with all current COVID-19 regulations applicable to the Project site location while Prime Contractor or its subcontractors are on site. COVID-19 regulations include but are not limited to state orders, local orders & county orders. Prime Contractor shall fill out the attached Appendix B – COVID-19 Symptoms Questionnaire each time any Prime Contractor affiliate enters the job-site and turn-in the complete copy to the Construction Manager the same day.
69. Prime Contractor includes all transport, hoisting equipment, crane services and rigging required for its work. Prime Contractor shall coordinate closely with the Construction Manager and other Prime Contractors on sequence of work. Prime Contractor is



responsible to provide, erect and dismantle all ladders, scaffolding and man lifts required to perform work. Prime Contractor is responsible for engineering all scaffolding proposed to be used on the project. If at any time the Prime Contractor chooses to erect scaffolding on a suspended surface/or surface above-grade, Prime Contractor shall perform its own Structural Engineering study to ensure proposed scaffolding plan does not compromise the existing/new structure or anyone's safety. Prime Contractor shall supply the Construction Manager and District's safety consultant with all scaffolding plans and crane pick plans for supplemental review. Safety Consultant and Construction Manager will not accept crane pick plans or scaffolding plans but will provide consultation. The safety and execution of the crane pick plans and scaffolding erections are the responsibility of the Prime Contractor and shall adhere to the Prime Contractor's IIPP and all OSHA requirements.

70. Per General Conditions Section 3.2 – Superintendent, 'the Prime Contractor shall keep on the work at all times during its progress a competent construction Superintendent satisfactory to the District.' Prime Contractor shall include provisions for a Superintendent on site at all times during performance of scope. If any subcontractor or affiliate of the Prime Contractor is on the project site, the Prime Contractor's dedicated Superintendent should be on site supervising said subcontractor or affiliate. Said Superintendent individual shall not perform work in-place, as their role is supervisory in nature. Reference Section 3.2 for further clarification of what is required by Superintendents.
71. Prime Contractor has reviewed the geotechnical report for this project and acknowledges the presence of cobble, debris, stadium conglomerate and other difficult below grade substances that require non-typical excavation methods. Given the presence of the substances noted in the geotechnical report, Prime Contractors shall assume necessary equipment to remove and haul-off said substances and provide necessary backfill accordingly.
72. Rain Event Preparation: Prime Contractors are expected to reasonably protect Prime Contractor's own work/equipment prior to a rain event. Reasonable protection includes but is not limited to poly sheeting protection over work with sand bags/straw-waddle surrounding poly sheeting, moving material/equipment into dry areas, setting up pump(s), setting up canopies, evaluating site drainage prior to rain event, etc. If the Prime Contractor does not reasonably protect its own work/equipment prior to a rain event and said rain event causes damage or requires additional time/money as a result of said rain event, Prime Contractor is responsible for the subsequent time/money/remedial work.
73. Prime Contractor acknowledges the past/current market was/is volatile; therefore construction costs (material, equipment, labor, etc.) have reflected said volatility. To that effect, Prime Contractors are expected to account for appropriate material escalation and market volatility. It is the Prime Contractor's responsibility to forecast construction costs at the anticipated date of order based on the master schedule and based on coordination with manufacturers, distributors, etc. Prime Contractor is responsible for coordinating

guaranteed pricing or pricing assurances with manufacturers, distributors, etc. in order to mitigate the Prime Contractor's risk of unanticipated material escalation. Prime Contractor shall NOT develop their pricing based exclusively off the material, equipment, etc. pricing at the date/time of the bid.

74. Submittal Reviews: Regardless of the design team or Construction Manager specifically annotating shop drawings/submittals, the Prime Contractor is responsible for field measuring and verifying the dimensions included in the Prime Contractor's submittal. The expectation is that shop drawings are field-verified and based on project/site conditions.
75. In the event the Prime Contractor is scheduled to perform work by the Construction manager and the Prime Contractor does not arrive on-site within 72-hours or does not mutually agree upon a date of scope completion within 48-hours of a notice, the Construction Manager/District shall select an alternative Contractor to perform the work and shall back-charge the responsible Prime Contractor for the scope they did not perform.
76. Prime Contractor acknowledges and understands that daily reports, updated as-builts and active insurance is a condition of payment each month throughout the project. If Prime Contractor is delinquent on daily report uploads, updating as-builts or does not have active insurance, Prime Contractor's payment shall be put on hold until the non-compliance is rectified.
77. Prime Contractor has reviewed specific submittal due dates/schedules in the Prime Contractor's associated Scope of Work and has included provisions to execute said requirements. Prime Contractor understands that submittal due dates can be based off the Preliminary Notice of Award date and Prime Contractor shall reserve submittal administration accordingly.
78. All Prime Contractors and their sub-tiered contractors must visit the project site a minimum of 2 weeks prior to scope being performed on the schedule. The intent is that the individuals visiting the site will be the on-site installer or the supervisor of said installer. Said individual(s) shall review the condition of the site in coordination with the plans and associated submittals in order to identify any field issues that could prevent or slow down the work that they anticipate completing. This requirement includes but is not limited to pre-installation coordination meetings, per the specifications.
79. Prime Contractor has reviewed Attachment J – Logistics Plan and understands that the existing Eucalyptus tree in the middle of the jobsite shall be protected throughout the full duration of the project. Temporary fencing will be established around the tree 10' from the trunk. Prime Contractor must request permission to move the fencing.
80. Prime Contractor has reviewed Attachment J – Logistics Plan and understands that access to the existing grandstand bleachers and new grandstand bleacher location is limited. If Prime Contractor must drive over the existing sports track in order to access the bleacher location via vehicle, Prime Contractor shall adhere to the requirements of Appendix C – Vehicles on Track Surface

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# APPENDIX A - Pre-Plan Trench/Excavation Checklist

## Pre-Plan Trench/Excavation Checklist

Name of Superintendent: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Competent Persons: \_\_\_\_\_

Date Excavation is to commence: \_\_\_\_\_

Date Excavation is to be completed: \_\_\_\_\_

Instructions – As each task is completed check the appropriate box. Once all pre-planning is complete maintain this report with supporting documentation on site in the Safety Documentation Binder.

- Dig-Alert Contacted. Report #: \_\_\_\_\_
- Consulted As-builts for underground Utilities
- Trench Activity Notification Form completed and faxed to Cal/OSHA.
- Contacted Safety Department of the Excavation. Date/Time: \_\_\_\_\_ / \_\_\_\_\_
- Copy of company trench permit is onsite?
- Copy of Competent Persons Certificate on site.

# APPENDIX A

## Excavation and Trenching

- Are copies of Trench Inspection Reports available onsite?
- Are the proper shoring materials on site?
- Tabulated data for shoring on site?
- Proper fencing/barricades have been ordered for public protection?
- Hand excavation will be performed within 2 feet of all utilities.

The signature below certifies the following steps have been taken prior to excavating below 4 feet in depth.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Sign

Form 19-1.2

## Trench/Excavation Inspection Checklist

<b>Date:</b> _____	<b>Location:</b> _____
<b>Project:</b> _____	<b>Project Number:</b> _____
<b>Weather:</b> _____	<b>Type of Work:</b> _____
<b>Trench Statistics</b>	
<b>Depth:</b> _____	<b>Width:</b> _____
	<b>Length:</b> _____
	<b>Soil Type:</b> _____
<b>Competent Person:</b> _____	

No.	Yes	No	General Conditions
1			Excavations, adjacent areas, and protective systems inspected by the designated Competent Person daily.
2			Competent Person has the authority to remove workers from the excavation immediately.
3			Surface encumbrances supported or removed.
4			Workers protected from loose rock or soil that could fall or roll into the excavation.
5			All personnel are wearing the required personal protective equipment.
6			Spoils, materials, and equipment is set back a minimum of 2 feet from the edge of the excavation.
7			Walkways and bridges over excavations of 5 feet or more in depth, equipped with guardrails.
8			Workers are prohibited from working under suspended loads.
9			Workers are prohibited from working on the excavation slope or face above other workers.

No.	Yes	No	Utilities
1			Dig-Alert has been contacted.

# APPENDIX A

## Excavation and Trenching

2			All potentially impacted utility companies have been contacted.
3			All utility locations have been marked and reviewed with the excavator operator and spotter.
4			Underground installations have been protected, supported or removed while the excavation is open.
5			The As-Builts for the property have been reviewed prior to excavating.

No.	Yes	No	Access/Egress
1			Lateral travel distance to a means of egress does not exceed 25 feet for excavations greater than 4 feet in depth.
2			Ladders extend 3 feet above the edge of the trench and are properly secured.
3			Employees are protected from cave-ins while entering and exiting the excavation.

No.	Yes	No	Wet Conditions
1			Precautions have been taken to protect employees from water accumulation.
2			The Competent Person is monitoring the water removal equipment.
3			Surface water is being controlled and diverted.
4			The Competent Person is performing an inspection after each rainstorm.

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# APPENDIX C - VEHICLES ON TRACK SURFACE

## VEHICLES ON THE TRACK SURFACE – IMPORTANT

Vehicles should be kept off the track surface whenever possible.

Only allow traffic when necessary: maintenance, access, event management, etc.

**The following will permanently damage your track surface:**

- ▶ Oil or fuel spills on the surface
- ▶ Sudden starting or twisting of wheels under any load
- ▶ Excess traffic loading, i.e., using a vehicle on the track surface that weighs too much

### OIL OR FUEL SPILLS

Before any vehicle crosses the track, verify that oil, fuel, or other fluids are not leaking from the vehicle.

If a leak of any kind is found, wash the area immediately with a neutral pH, non-foaming detergent, and rinse thoroughly with cold water.

### VEHICLE RULES THAT MUST BE FOLLOWED:

- ▶ **Never** turn vehicle tires directly on the track surface.
- ▶ Only use vehicles with **inflatable** tires, and the total weight of the loaded vehicle must NOT exceed four (4) tons.
- ▶ Place multiple (2x) layers of  $\frac{3}{4}$ " plywood on the track surface to spread the load and eliminate point loading.
- ▶ The drains around the track surface can be easily damaged. Do not drive over them under any circumstance.
- ▶ Determine one (1) access point and path before crossing the track edge and only cross at this point.
- ▶ Avoid heavy traffic on your track in hot weather (above 86°F) as the asphalt under the track surface may compress with heavy loads.

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