



CHECKLIST FOR PRECONSTRUCTION MEETING

A. A preconstruction meeting shall not be held until the construction plans are approved and:

- 1. The construction inspection and testing fee has been submitted in accordance with the OCRC Schedule of Fees.

B. Invitees

Contractor	Franchise Utilities Representative	OCWRC
Construction Inspector	Public Utilities Representatives	Subcontractor(s)
County Engineer	Proprietor	
Governing Body Representative	Proprietor's Engineer	

C. Meeting Summary

The Proprietor's Engineer shall, within one week of the preconstruction meeting or prior to the start of construction, whichever is earlier, submit to the County Engineer and Construction Inspector a copy of the meeting notes, attendance list, contact list for all invitees, Contractor progress schedule, list of subcontractors, and any other information pertinent to construction.

D. Items for Discussion

- 1. Ensure that all parties have approved construction plans
- 2. Review Contractor's progress schedule and list of subcontractors
- 3. Review Franchise Utility schedules
 - a. A permit in accordance with OCRC *Procedures and Regulations for Permit Activities* is required for all work performed in existing or proposed ROW
 - b. Franchise Utilities for the site must be installed prior to the placement of HMA wearing course
 - c. Utility easements shall not be conveyed in any proposed ROW
- 4. Review soil erosion and sedimentation controls
 - a. Proprietor's Engineer (certified) to perform soil erosion inspections
 - b. Permit from OCWRC
 - c. All drainage structure inlets shall be covered with an approved filter fabric
- 5. Review construction material sources and certification requirements
- 6. Review Public Utility installations
 - a. Approval of the installed Public Utilities must be obtained from the local Governing Body prior to the placement of HMA wearing course
- 7. Review drainage system installations
 - a. Approval of the installed drainage system within the ROW must be obtained from the OCWRC prior to the placement of HMA wearing course