

Construction Check List

Communications

Clear statement of work agreed to (signed acknowledgement of client)
Limitations in work clearly communicated
When clients can rely on work (e.g. after checking/notification)
Change Orders or clarification in writing
Clear version control of documents

Office Work

Calculations performed using most current version of documents (as in contract or change orders)
Calculations check by independent person
Datums/Reference Systems verified with contract
Any assumptions made are verified in writing with the client
Bench marks and Horizontal Control, with values gathered
Scale factor to be used identified and communicated to the crew
Any layouts performed checked within a day or time committed

Field Work

Calculations and directions received from the office in writing
If performing grid line layout, starting points clear or approved by client
For horizontal work, independent control has been checked to ensure proper reference system is being used and equipment settings are correct
For horizontal work, backsights are always checked before picking up a total station, etc.
For vertical work, two bench marks are checked in for all work if possible and redundancy exists for all key points
For both horizontal and vertical work, the elevation/location of feature(s) on the site has been checked against client documents to ensure a consistent datum and reference system are being used
Redundancy exists for observations to major points and points in close proximity (e.g. check with a steel tape)
Clear notes kept for all layout so that in the event of problems down the road, your work can be proven
Any change orders taken in the field are in writing and signed by the requestor **and** communicated to the office