

CAMPUS CONSTRUCTION WORK AREA PREPARATION CHECK LIST

GROUNDS IMPROVEMENT COMMITTEE

7/26/19

BE BOUNDLESS



PROJECT:

PART I — CONSTRUCTION SITE AND CONSTRUCTION CIRCULATION REVIEW & APPROVAL

A) Review Approval

- All maintenance and construction projects that impact the campus grounds and traffic circulation (pedestrian and vehicle) must have a site impact plan that needs to be reviewed and approved by the appropriate campus units
- Grounds Improvement Committee - for major projects with major campus impact.
- Grounds Maintenance Department-for projects that impact the campus landscape and grounds.
- UW Police Traffic Sgt.-for projects that impact campus vehicle and pedestrian circulation
- Transportation Services-for projects that impact campus vehicle and pedestrian circulation and parking.

PART II — WORK SITE/AREA PREPARATION

A) Fencing, if required

- Verify that the fence location is correct as called for by the plans or otherwise agreed upon.
- Ensure that the type of fence is acceptable, including the height.
- Make sure that, if a portable/moveable type of fence is to be installed, the site/area is defined so that concrete pedestals do not cause safety problems either for pedestrians or vehicles.
- Ensure that the fence remains in exact location agreed upon, throughout the duration of construction. Painting on the ground the agreed upon fence location will ensure enforcement.

B) Barriers, if required

- Ensure, if other types of barriers are installed around the site/area, that sufficient quantity and proper flagging is installed.
- Make sure that barriers are always in place when work day is completed.

C) Excavation, Holes and Trenches

- Ensure that when any excavation, digging of holes and/or trenches are left exposed overnight, or over a weekend, that proper safety covering is done. Any Excavation / trenching within the dripline of protected trees must be reviewed by the Campus Landscape Architect and Grounds Maintenance Department.
- Comply with all proper procedures and safety rules in all excavations.

D) Equipment /Material Storage

- Make sure that no material or equipment is stored outside the defined site/area.

E) Property within Site/Area

- Protect any property remaining within the site /area that maybe subject to damage by construction. Any excavation trenching within the dripline of protected trees must be reviewed by the Campus Landscape Architect or Grounds Maintenance Department.
- Remove and put in storage any property that will be retained within site/area after construction.
- Relocate any property to alternate location(s) if it is possible and agreed to.

F) Site /Area Grounds Protection & Restoration

- Make sure landscape features (trees & shrubs) that are to be saved have the necessary specified protection.
- Clarify restoration of the grounds of the site/area; addressing who does the restoration, that there is a restoration plan provided and that the Grounds Maintenance Department and Campus Landscape Architect have participated.

G) Asphaltic Paving

- Make a visual record (i.e. photographs) of the existing conditions of the asphaltic concrete paved roads, sidewalks, and walkways in and around the site/area. Especially the routes to and from the site/area to be used for all vehicles entering and exiting.
- Before construction work begins, all appropriate people connected with the project construction will be made aware of the recorded conditions by on site/area. Be sure that an agreement is concluded and consented to for the repair of all asphalt paving that is damaged as a result of project construction. Viewing accompanied by copies of photo records.
- Make sure that all temporary asphalt paving that is installed to serve the project construction is completely removed after the construction is completed.
- For specifications on asphalt paving, refer to the current awarded University of Washington Asphaltic Concrete Paving and Related Work Contract. Also refer to these contract specifications for related site and utility work.

H) Erosion & Sediment Control

- Identify and implement erosion and sediment control best management practices (BMP) prior to construction. Appropriate BMP's can be identified in Seattle's Construction Stormwater Control Technical Requirements Manual, Volume 2, dated June 2000. (http://www.seattle.gov/dpd/news/20001201_stormwaterrules.asp)

PART III — PROJECT CONSTRUCTION PREPARATION

A) Vehicular Traffic

- Ensure that proper notification (text & map) is given to the campus community, especially users of the site/area, about any disruption and /or traffic flow revision(s) or road closures due to construction (Daily / U Week & UW Web Site)
- Notify the UW Police (especially the Traffic Sergeant) and ensure their participation in the resolution of all traffic impact problems and that these solutions comply with existing Transportation Directive UTD-87-3.
- Make sure that all buildings that have routine service vehicles needs are notified and these service needs are accommodated in some acceptable way
- Notify EH&S Fire Safety and the UW Police Traffic Sergeant of any and all vehicular traffic flow revisions (so the Seattle Fire Department can be notified).

B) Pedestrian Traffic

- Make sure that all buildings that have routine service vehicles needs are notified and these service needs are accommodated in some acceptable way
- Notify EH&S Fire Safety and the UW Police Traffic Sergeant of any and all vehicular traffic flow revisions (so the Seattle Fire Department can be notified).
- Ensure that proper notification (text & map) is given to the campus community, especially users of sidewalks and walkways in and around the construction area, about any disruption and/or flow revisions or closures that will change accessing area or buildings (Daily, U Week & UW Web Site).
- Notify the UW Police and ensure their participation in the pedestrian traffic flow impact problems and resolutions, and make sure that these comply with University Transportation Directive UTD-93-6.

C) Disabled Routing and Access

- Make sure that proper notification is given to (Disabled Student Services, Parking Services and Engineering Services) about any disruptions and/or routing/access revisions or closures
- If routing /access for the disabled in and through the work site/area is closed, provide a temporary new route with appropriate directional signage to new route.

D) Parking

- Complete the "Construction Parking Review Form" provided by Parking Services.
- Refer to and become familiar with the Rules and Regulations of "Contractor Parking Section 01500 1.12 Parking"

E) Existing Underground Utilities

- Any underground utility within the construction site/area, that is to be disturbed, must be located as accurately as possible. Refer to proper site drawings/plans and shop as-built plans or seek assistance from the appropriate zone maintenance unit.
- Any excavation trenching must be accomplished with caution until the particular utility line is found. UW locate policy must be utilized.

F) Construction Work, Planning and Communication Impact

- Ensure that proper work requests have been submitted for anticipated work to be performed by Facilities Services Shops in conjunction with contractor's work for the project.
- Keep the UW Police informed about the project, alerting them to traffic and site problems.

Contact the appropriate Facilities Services Shops in advance of any contractor support or inspection work that is necessary or required (utilities, inspection, etc.).

G) Road/Street Painting

- When any existing traffic control surface painted lines on any campus road/street have to be revised/changed or added, as a result of the project construction, the UW Police need to participate and give approval.
- When the construction project is complete, make sure that all traffic control painted lines and/or other controlling devices that were installed for the construction are removed and all original painted lines and control devices are restored to all affected roads and streets.
- Clarify and agree to who will accomplish this type of work prior to any traffic control surface painted lines being changed.
- This type of road/street traffic control line painting and device installation must be done professionally by Facilities Services Paint Shop or qualified contractor.

H) Signage

- Remove all existing signage, affected by the construction in and around the work site/area, or relocate to an alternate location (if damage is a possibility) or covered up (if the signs are not applicable during the time of construction).
- Remove all parking signs that will not be in service during construction.
- New construction area signs addressing construction area and parking, traffic revision, road closures, pedestrian detour, and wheelchair/disabled detour must be made in accordance with UW signage standards and in adequate quantity to address the obvious need.
- Make sure that all new construction-type signage, especially made for this construction, are installed in logical, safe and strategic locations, in accordance with existing directives and signage manuals.

PART IV — WORK SITE AREA TEMPORARY FACILITIES

- No trailers or laydown areas may be located on campus, outside the construction site, without prior approval from the Grounds Improvement Advisory Committee and review with occupants of neighboring buildings.
- Notify EH&S Fire Safety, and UW Police Traffic Sergeant of any and all vehicular traffic flow revisions (so Seattle Fire Department can be notified). Verify if the utilities needed to occupy and utilize the trailer buildings have been considered and utility connections agreed to and approved by the Facilities Services Shops and all others concerned and involved.
- The actual transporting of the trailer buildings onto the campus and their installation must be coordinated with the UW Police, UW Facilities Services Shops and the Parking Services and agreed to by all.
- The actual removal of the trailer buildings must also be coordinated with the UW Police, UW Facilities Services Shops and the Parking Services and agreed to by all.

Project Manager_____

Construction Coordinator_____

UW Police_____

Facilities Services_____