

PREJOB AGENDA

PROJECT _____	Meeting Date _____
Project Address / Location _____	ENCR/GR Permit # _____
PWD Inspector _____	Phone _____
PWD Plan Checker _____	Phone _____
EUD Inspector _____	Phone _____
LLD/Park Development _____	Phone _____
Contractor _____	Phone _____
Geotech Engr _____	Phone _____
Developer _____	Phone _____
Design Engineer _____	Phone _____
24 Hr Emerg Contact _____	Phone _____

Note: The contractor/developer is responsible for arranging a prejob meeting with the above parties; and once that time is set, for notifying the City Planning Department and all utility service providers including Roseville Electric Department of the scheduled meeting. It is also recommended that the project design engineer be present.

- ☐ 1. Introductions for all. Exchange business cards. (PWI)
- ☐ 2. Circulate attendance roster; other names and phone numbers; see back (PWI)
- ☐ 3. Request copies of Trenching Permit and OSHA notification of specific project. (PWI)
- ☐ 4. Discuss: ☐ USA ☐ working hours ☐ traffic control ☐ dust control ☐ construction water. (PWI)
☐ cleaning of existing streets ☐ status of interconnect cable
- ☐ 5. Hand out traffic control flyer with ST-14 Lane Transition. (PWI)
- ☐ 6. Do appropriate parties have Construction Standards, approved plans and permits? (PWI)
- ☐ 7. Inspections require 24 hours notice for PWD / EUD. Inspectors will respond in less time if possible. (PWI)
- ☐ 8. Geotechnical engineers to call inspector immediately upon obtaining results. Written Report to follow. (PWI)
- ☐ 9. Review tree, wetland and erosion control measures (SWPPP Returned to contractor) if applicable.
WDID NO. _____ (PWI)
SWPPP Discussion _____ (Contact Person Responsible for SWPPP – name/number)
- ☐ Keep SWPPP up to date and on the job site
- ☐ Inspect BMP's before, during and after each rain event.
- ☐ Keep the SWPPP map current with BMP updates
- ☐ Properly install and maintain the BMP's
- ☐ Practice Good Housekeeping
- ☐ Minimize tracking from construction entrances and exits
- ☐ Sweep and/or vacuum streets, ask for Inspectors approval, before washing
- ☐ Contain wash water from power washing operations
- ☐ Maintain drain inlet protection bags
- ☐ Implement effective erosion and sediment control measures well before the first rain event
- ☐ The above items have been discussed with the owner/developer and contractor.

- _____ (Inspector – signature)
- ☐ 10. All EUD, UG approvals required prior to rocking/liming of streets. (PWI)
- ☐ 11. Discuss punch list / COC / occupancy / maintenance period. (PWI)
- ☐ 12. EUD requirements / remarks. (EUD)
- ☐ 13. Planning Department remarks.
- ☐ 14. Electric Department remarks.
- ☐ 15. Development Section plan checker remarks. (DSPC)
- ☐ 16. Other Utility Company remarks. (PWI)
- ☐ 17. Open discussion. (PWI)
- ☐ 18. The Engineering Contractor shall designate the destination/source for export/import material and confirm possession of a City Grading Permit if the destination/source is within the Roseville City limits.

PREJOB ROSTER (Other Attendees)

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE</u>

REMARKS
