

SITE WALKTHROUGH GUIDELINES

1) Safety

- a) What current activities are going on that have a general safety risk for the entire project? (i.e. steel erection, hot weather, cold weather, etc.).
 - i. What have we done to communicate this to all affected onsite?
- b) What upcoming activities have specific safety concerns that need to be discussed and possibly more planning for?
- c) Public Safety Risk Assessment
 - i. Is there uninterrupted access to the site for the public?
 - ii. Is there any signage required to direct the public?
 - iii. Are we required to perform any jobsite tours for the owner?
 - iv. Any jobsite security required?
- d) Develop 3-5 safety related questions/items during site walkthrough that are discussed and document to team in a follow up correspondence. For example:
 - i. Site sewers under construction: ensure entire team understands requirements for benching of trench regarding soil type and depth and location and distance to means of egress out of trench.
 - ii. General inspection of extension cords during a site walk to determine if there are damages or if they are posing as trip hazards.

2) Site Logistics

- a) Is the site generally set up to accommodate the entire duration of the project?
 - i. Trailer Location
 - ii. Site access
 - iii. Temporary Utilities
 - iv. Material Storage/Laydown
 - v. Temporary Fencing Required – If so, is there Brinkmann windscreen on it?
 - vi. Adequate signage/advertising on site
 - vii. Parking - do we have spaces for owner/inspectors?
 - viii. General Organization
- b) Is there adequate access into and out of the site?
 - i. Rock access road from public ROW to:
 - Site
 - Trailer
 - Parking
 - Material Laydown area
 - ii. Is there a plan for maintenance of this access?
 - iii. What is the plan for access when these areas need to be paved/landscaped, etc.?

3) What is the status of ALL public utilities to the site?

- a) Are there any agreements, easements, payments, etc. that are holding up any progress in regard to these?

4) What are the 5 upcoming milestone dates that have been established for the project?

- a) What is the current substantial completion date?
- b) Examples: building pad delivery, slab pour, structure dried in, permanent power, building conditioned, date decision needs to be made on temporary conditioning/moisture mitigation?
- c) Are these dates posted in the trailer on a white board?
- d) How are they being communicated to the subcontractors?

- e) Is the team aligned with these dates?
- f) Are we on track to accomplish these dates? If not, specifically what needs to be addressed to get back on schedule?

5) Weather

- a) What activities are currently being affected by weather?
 - i. What is being done to mitigate this?
 - ii. Has the owner been notified of potential delays and added cost if applicable? If so, have they acknowledged delay and cost?
- b) What activities in the next 8 weeks that have yet to be started will be affected by weather?
 - i. What are we doing to accelerate these activities?

6) Are there any items that are out of our contractual control that are holding up progress and what have we done to mitigate them, and sent appropriate notices per our contract?

- a) Permits/Fees by owner
- b) Owner provided subcontractors
- c) National Accounts
- d) Is the owner performing the sitework?

7) Getting ahead of the curve.

- a) What activities or areas of the site/building are not currently occurring that can be?
 - i. The team should discuss and agree if there is a legitimate reason for any of these activities to not proceed prior to their currently scheduled time?
 - ii. If additional activities can get started ahead of their scheduled time, assign tasks/responsibilities for getting these accomplished?
 - iii. Example: Generally, not focusing enough on sitework and getting the site paved because of the illusion that we have time to complete.

8) Does the project currently have a general sequence or flow to it?

- a) Sitework
- b) Building
 - i. Structural sequencing
 - ii. Interior Finishing sequencing (understand inspection requirements)
 - iii. Exterior Envelope Sequencing

9) Quality Control

- a) Mock-Up
 - i. What are we “mocking up?” – Interior/Exterior rooms/systems?
 - ii. Is there a separate schedule established to complete?
 - iii. What is the approval process/status of the mock-ups?
 - iv. If complete, review mock-up prior to walking site and identify/review areas on the building that are currently incorporating scopes of work related to the mock up.
- b) Develop 3-5 quality control related questions/items during the site walkthrough that are discussed and documents to team in a follow up correspondence. For example:
 - i. Has the Geotech approved of the clean rock backfill that is being placed in the utility trenches or is it required to be compacted granular fill?
 - ii. What does the flashing detail look like at the windows?
 - iii. Are materials being checked against specs/contract documents.

10) Team Critical Items Discussion

- a) Each Team Member should identify the 3-5 most critical items in their mind after the site walkthrough that need addressed within the next 2 weeks.
 - i. The team should collaborate and agree on these 3-5 items and come up with an action plan to mitigate.