IPD Stage 2UT1 – Utilities Unit QA Checklist

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| --- | --- |
| **SPOT ID/Project TIP #:** |  Click to edit. |
| **County:** |  Click to edit. |

2UT1 – Kickoff Meeting Products.

| **Item #** | **Review Item** | **Acceptable** | **Unacceptable** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Kickoff Meeting Conduct** |
|  | All required items were covered (see QC Checklist) |[ ] [ ] [ ]
|  | **Kickoff Meeting Minutes** |
|  | All attendees and affiliated company listed. |[ ] [ ] [ ]
|  | All utility input was captured in the minutes. |[ ] [ ] [ ]
|  | Expected sequencing captured. |[ ] [ ] [ ]
|  | Unusual design timeframes captured. |[ ] [ ] [ ]
|  | Lengthy relocation timeframes captured. |[ ] [ ] [ ]
|  | Construction sequencing among utilities captured. |[ ] [ ] [ ]
|  | Missing or inaccurately drawn utilities listed. |[ ] [ ] [ ]
|  | Identification of utilities located at level C or D that need to be located at level B. |[ ] [ ] [ ]
|  | **Routing Plan (Coordination Working Plans)** |
|  | All utilities shown on plans, including utilities to be constructed by the roadway contractor. |[ ] [ ] [ ]
|  | **Schedule** |
|  | Schedule is complete, with all UBOs and dependencies accounted for. |[ ] [ ] [ ]
|  | **Quality Control** |
|  | QC checklist completed and signed by firm. |[ ] [ ] [ ]

*For items marked* ***Unacceptable****, provide comments or action items in the table below.*

| **Item #** | **Comments and Action Items** |
| --- | --- |
|  Click to edit. |  Click to edit. |

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| ***This checklist may not be comprehensive to every project. All items may not be applicable for smaller projects. It is the responsibility of the reviewer to ensure that an adequate review is performed.*** |
| **QA Reviewer Name:** |  Click to edit. | **Date:** |  Click to edit. |
| **QA Reviewer (Signature):** |  |  |  |