IPD Stage 2UT1 – Utilities Unit QC Checklist

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

2UT1 – Kickoff Meeting Products

| **Item #** | **Review Item** | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Kickoff Meeting Conduct** |
|  | The following topics were covered: |  |  |  |
|  | Project overview and schedule |[ ] [ ] [ ]
|  | Proposed strategy for drainage design |[ ] [ ] [ ]
|  | Detour plans (bridge) |[ ] [ ] [ ]
|  | Construction sequencing |[ ] [ ] [ ]
|  | Environmental features and known restrictions |[ ] [ ] [ ]
|  | Verification with utilities of the accuracy of the utility depiction on the surveys |[ ] [ ] [ ]
|  | Identification of critical or difficult utility facilities for relocation |[ ] [ ] [ ]
|  | Likely relocation routes and probable timeframe and schedules for relocation |[ ] [ ] [ ]
|  | Reminder of utility obligation under the Dig Once Policy |[ ] [ ] [ ]
|  | **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)** |
|  | The Routing Plan shows approximate relocation location of all utilities, with dimensions as required for clarity. |[ ] [ ] [ ]
|  | The routing plan shows all required roadway plan levels except baselines. |[ ] [ ] [ ]
|  | Notes are included where needed to describe utility intent and construction methods where this information is needed by NCDOT or the design team. |[ ] [ ] [ ]
|  | **Relocation Schedule** |
|  | Each relocating utility has: |[ ] [ ] [ ]
|  | An expected relocation duration. |[ ] [ ] [ ]
|  | An expected design duration if design is not expected to complete in accordance with the project schedule. |[ ] [ ] [ ]
|  | All relocation dependencies among utilities are shown. |[ ] [ ] [ ]
|  | For projects in which the Project Manager is requiring schedules in Microsoft Project: the relocation schedule is provided in Microsoft Project format with start dates, finish date, and dependencies among utilities and other project milestones. |[ ] [ ] [ ]

*For items marked* ***No*** *that require further explanation, 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.*** |
| **QC Reviewer Name:** |  Click to edit. | **Date:** |  Click to edit. |
| **QC Reviewer (Signature):** |  |  |  |