

TECHNICIAN'S CHECKLIST
SECTION 300
PIPE INSTALLATION

PROJECT: _____
 REVIEW DATE: _____

TECHNICIAN: _____
 REVIEWER: _____

| ACTION | YES | NO | N/A | COMMENTS |
|--|-----|----|-----|----------|
| Study the Specifications, plans, permits, erosion control phasing and Special Provisions. | | | | |
| Make sure staking plan has been submitted and reviewed before construction, if required. | | | | |
| Determine the type of pipe, flexible or rigid, and review that standard drawing. | | | | |
| Does pipe staking appear to be correct? Is the staked pipe length as long as shown in the plans. If not, contact the Engineer. | | | | |
| Did the permits require the culvert to be buried? | | | | |
| Observe pipe sections after delivery to the site. Record any joint or section rejected and reason for the same. Ensure that concrete pipe has been stamped with the Department's Seal of Approval. For flexible pipe, see that the pipe, fittings, and other accessories have been provided by a supplier having met the requirements of the Department's Brand Certification Program and listed on the Department's preapproved list. Ensure the flexible pipe has been inspected by the Materials and Tests Unit. If unloading or handling is careless, notify Contractor's supervisory personnel. Mark any rejected pieces of pipe. Ensure pipe is handled on the project using an approved device. | | | | |
| Verify the class of pipe and installation method against the drainage summary sheet within the plans and ensure the minimum/maximum fill heights will be obtained as listed in Roadway Standard Drawing 300 Sheet 3 of 3. | | | | |
| See that Department Policy & Procedures for Excavation, Trenching, and Shoring are being strictly followed. Notify the Engineer if an unsafe condition exists, stop work if imminent danger exists. | | | | |
| Monitor the Contractor's control of the pipe grade, including pipe camber. | | | | |
| If unsuitable material or rock is encountered, undercut and use Select Material Cl. V or VI fully encapsulated in geotextile. | | | | |
| If local material is used to backfill undercut areas, measure undercut and record in Pay Record Book as pipe foundation undercut. | | | | |
| If other than local material is used, pay for the material but not the undercut excavation.. | | | | |
| Temporary water diversion is the responsibility of the Contractor. See that this is adequate to prevent foundation damage and erosion problems. | | | | |
| See that shaped bedding is properly constructed. | | | | |
| Ensure that pipe is laid, joints properly connected, and protected in accordance with Specification requirements. Check line and grade before starting and periodically thereafter. | | | | |
| Plug lifting holes with either concrete or grout mixture or other approved method. | | | | |

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|---|---|--|---|---------------------------------|
| Ensure that backfill is placed in layers of 6 inches or less, unless otherwise authorized, with both sides brought up at the same time. See that heavy equipment is not operated over any pipe until it has been backfilled with a minimum of 3 feet of cover. | | | | |
| Run density tests to verify that the methods of compaction are satisfactory. If results are not satisfactory, require the Contractor to change methods and obtain required density. Record on the density form that it is in a pipe backfill. | X | | | Using process fill. |
| Backfill to be shaped to drain when work is suspended or completed. | X | | | |
| Test select backfill material to be sure it meets the appropriate requirements prior to use. | | | X | |
| Perform periodic inspections of completed drainage facilities to assure they are maintained in accordance with Specifications. See that all damage is repaired prior to placement of base and pavement. | | | X | |
| Ensure that all necessary erosion control devices have been properly installed. If silt basins are constructed at ends of pipe, see that these are cleaned out as needed. Monitor all devices to ensure they are functioning properly and that they are receiving proper maintenance. | | | X | |
| If pipe is structural plate, notify the Engineer before any phase of construction is begun. | | | X | |
| Record conversations, observations, spot checks made, and work done, including material used, in the diary. | X | | | |
| Keep pay records as required. | | | X | Quantity sheet turned in to Doy |