



PRE-JOB MEETING INFORMATION AND CHECKLIST

GENERAL

- 1. 2 full size drawings, on half size set and PDF electronic copy.
- 2. Approved SWPPP plan to be in place with all basins protected **prior to starting any work.**
- 3. SWPPP is required for sites 1 acre or more. SWPPP plan must be kept on site at all times.
- 4. NPDES to be in place October 1 – April 15th and shall include straw rolls, basin bags, etc.
- 5. Construction rock entrance 20' x 50' and wash down area must provided as documented in the approved SWPPP.
- 6. No material will be stored within 50' of any area drains and shall be covered during winter months (October 1 – April 15).
- 7. Rough grading is to be certified to be within + or – one tenth of final grade as per grading plans. All changes are to be approved by the architect and the City's representative and shall be shown on plans **prior to starting work.**
- 8. Certification of rough grade completion, Certification of compaction, certification of all building pads.
- 9. Temporary fencing must be in place after rough grading has been completed.
- 10. Developer shall install temporary 4'x8' sign at all parks under construction. Sign shall state developer name and contact number. The sign must be visible to passing motorist. The sign shall be maintained in place until project acceptance by City Council.
- 11. All utilities need to be located and a copy of USA ticket number must be current and within 14 days of ticket date.
- 12. Electric meter pedestal and irrigation control must be connected to meter pedestal prior to acceptance. When filling for permit, please include an 8 1/2 " x 11" sheet drawing showing locations (addresses) and cross street(s). Make sure the pedestal is inspected and get inspection blue card. Ensure blue card has been signed off.

Label all circuit breakers in electrical panel and provide a wiring schematic to include voltage drop calls, with wire size, identify pull boxes-street or pathlights-show pull points and splice boxes etc. and parks 3-acres or more shall have additional 100 amp service for mobile stage.

- 13. Construction Inspector must receive copies of all submittals, business licenses of all sub-contractors, emergency contact numbers and a copy of USA ticket prior to the start of any work.
- 14. Copy of soils report is to be submitted to Construction Inspector prior to start of work.
- 15. All inspections are to be called 48 hours in advance to Construction Hot Line at (925) 516-5405.
- 16. Work hours are from 7:00 a.m. to 3:30 p.m. If complaints are received by the City, hours will be changed to 8:00 a.m. – 3:30 p.m. All overtime must be approved by the City of Brentwood's Engineering Department at least 48 hours in advance. A new request for overtime must be submitted every two weeks.
- 17. Any work that is to be performed in a median or street will require a traffic control plan that needs to be approved by the City of Brentwood's Traffic Engineer. Traffic control plan must be submitted a minimum of 48 hours prior to starting work and be approved prior to any work beginning in medians or streets.
- 18. A construction schedule of the project is to be submitted every two weeks to the Construction Inspector. If any changes are made to this schedule, an updated schedule needs to be submitted immediately.
- 19. Standard Pipeline and PG&E are to be notified and present during any crossings of their utilities. All crossings are to have least a 2' clearance.
- 20. No planting until water and electric services are installed and hydrostatic pressure test, soil amendments and backflow certification meet City of Brentwood Standard Plans and Specifications. Developer must verify all telephone connections. Controllers must communicate to our central irrigation computer prior to planting. (MUST COMPLETE 14 DAY WATERING PERIOD)
- 21. After completion and approval of the punch list a 90-day plant establishment period will begin with 30, 60, and 90-day walk through inspections. The City of Brentwood will not approve the landscape area maintenance until all tract improvements and conditions of approval have been completed and accepted by the City of Brentwood.
- 22. Prior to any planting, developer must provide the City of Brentwood copies of accounts for utilities (including: Water/Sewer, PG&E, AT&T & Cable)
- 23. Pre-job/final documentation: all documentation will be submitted to the Construction Inspector prior to start of maintenance period this must include maintenance schedule with contact phone numbers.
- 24. Must submit an asset inventory on the City form at the end of the plant establishment period.
- 25. Verify hydraulics of the irrigation system: pump operation, and pump certification from the manufacture.

- 26. Any concrete that is damaged (cracked, scratched, gouged, chipped, etc) during construction must be replaced before the plant establishment period starts.
- 27. All lights are required to have a 48 hour burn in period. Notify the Construction Inspector when this begins.
- 28. Construction site must be kept clean at all times. No dirt or construction debris in gutters, curb, sidewalks or pathways. All open trenches shall be covered with plywood that can support at least 400 lbs., barricades and tape.
- 29. Water audit must be performed by DWR trained auditor verifying compliance of uniformity and distribution.
- 30. Developer shall notify, in writing, the City of Brentwood Community Development Department 30 days prior to scheduled City Council Meeting Acceptance.
- 31. Developer shall submit an electronic file of all sheets. This must be in DWG, SHP, ESRI file Geodatabase. If submitting Geodatabase data please check with GIS Coordinator for proper ArcGIS version.
- 32. Label all circuit breakers in the electrical panel and provide wiring schematic to include voltage drop calls, wire size, identify pull boxes, street or path lights, show pull points and splice boxes etc. Parks 3 acres or more shall have additional 100 amp service for mobile stage.
- 33. Tree database: Must GPS locations of all trees planted at project site and all fields are to be entered per the City of Brentwood format. Please see page SP-25 for Tree Data Dictionary.

SAFETY ISSUES

- 34. Spill prevention
- 35. MSDS information
- 36. Right-to-Know information
- 37. First Aid
- 38. Signs (traffic control/barricades)
- 39. Excavation and trenches
- 40. Fire protection/fire extinguishers
- 41. Security
- 42. Emergency contact numbers (24 hours per day) including all subcontractors and suppliers shall be given to the City Inspector prior to the start of work.
- 43. Sample accident investigation report form

DIFFERING SITE CONDITIONS:

- 44. Process for immediate notification (in writing)

- 45. Contact consultants in a timely fashion to resolve issues
- 46. Review impact on schedule (any critical path concerns)

OTHER ISSUES:

- 47. Regular updates of construction schedule
- 48. Number of working days on project
- 49. Issuance of building permits is part of Conditions of Approval
- 50. Shop drawing schedules and performance standards review
- 51. Subcontractors relationship with owner and inspectors
- 52. Independent testing requirements and procedures
- 53. Regularly scheduled meetings
- 54. Record retention (including location)
- 55. Material handling plan (storage, etc.)
- 56. Litter abatement
- 57. Water needs

I have read and understand the above policies and will comply with them in their entirety.

Development Name

Subdivision/Project No.

Developer/Contractor

Date

The items listed below must be completed or resolved to the satisfaction of the City of Brentwood Community Development Department prior to acceptance of the project. The following must be presented to the Construction Inspector prior to the start of the plant establishment period:

Documentation:

- 1) One set of original red line as built plans to be reviewed by the City Inspector for review.
- 2) One complete set of 4mm as-built mylars and electronic PDF copy once red lines have been reviewed and approved by the City Inspector.
- 3) Three bond full sets of as-built landscaping and irrigation plans, annotated to reflect as-built condition, noted plant substitutions, plant relocation, irrigation main, lateral and sprinkler head locations.
- 4) Two sets of irrigation plans, reduced scale (11x17), photocopy black line on bond paper showing color-coded and numbered irrigation circuits. One set to be plastic laminated inset into door of irrigation controller.
- 5) Irrigation controller certified by Horizon or John Deere Landscapes to be fully operational, to include telemetry line.
- 6) Two copies of the Backflow certification report, report must include meter size and serial number with location.
- 7) Bac-T certification report for drinking fountains.
- 8) Copies of final inspection of meter pedestal approval from Building Inspector.
- 9) Specifications for meter pedestal.
- 10) Specifications and users guide instruction manual for operations and maintenance for irrigation controller (2 copies). One copy will be inserted in door of irrigation controller.
- 11) Two sets of instruction manuals for operation and maintenance of all equipment items.
- 12) Two sets of parts manuals showing exploded views for each piece of equipment. Manuals should include applicable parts catalog numbers.
- 13) Written manufacturer's warranty statement for all components.
- 14) Written notification from landscaping contractor notifying completion of punch list items for final walk through inspection.
- 15) A copy of Playground Installation Certification must be submitted to Construction Inspector after installation of playground equipment. Certification will be completed by manufacturer's representative.
- 16) A maintenance kit for play ground equipment (minimum of pipe wall barrier, special clamps or fasteners, special tools, touch up paint, etc.).
- 17) Inventory of all irrigation equipment, plants, and square footage of turf and planting areas must be submitted to Construction Inspector.
- 18) All pumps must be certified to be fully functional by manufacturer's representative.
- 19) Copies of electrical, water and telephone bills.

Equipment:

- 1) Provide two sets of sprinkler wrenches.
- 2) Provide two sets of keys for irrigation controller, meter pedestal, and booster pump.
- 3) Two quick coupler keys with hose swivels.
- 4) Two sets of special tools for each piece of equipment.
- 5) Backflow enclosure and insulation cover.