

Inspector's Responsibility Checklist

Below is a checklist covering the items you need to inspect during the relocation of utilities. Inspection duties for utility work are not as many as for some other types of work, but they are just as important.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- Removal of Existing Utilities
- Installation of New Utilities
- Backfilling and Compaction
- Patches and Landscaping
- Conflicts

Removal of Existing Utilities

- Materials that are moved from the project under a reimbursable utility agreement should be stockpiled and checked by the inspector and a utility representative.
- The purpose of this inspection is to determine:
 - Whether or not the material is reusable
 - If it is scrap with some monetary value or if it is junk with no monetary value
- Most often, the contractor does the actual removal of abandoned water and sewer lines. When the pipe is to be salvaged or reused, the removal is done by the utility using their own methods.

- ❑ Another important purpose for inspecting removed materials is to determine the credit due the Department for materials that are reusable.
- ❑ To keep track of what is done to all the materials, a major materials report is completed. The major materials report shows each item in question and how they were disposed.

Installation of New Utilities

- ❑ **The inspector should also check reimbursable materials that are being installed.**
 - Your check will not only be to ensure quality, but to note the quantities and the locations of the installations. You are responsible for documenting these quantities in your utility daily diary.
- ❑ **You will also check non-reimbursable materials that are being installed.**
 - Here you will not be checking quality but you will note locations of the installations. You will be responsible for noting the information in your daily diary of construction.
- ❑ **Check the final elevation of the utilities.**
- ❑ **The next checks are very important, particularly where overhead utilities must meet requirements of the specifications and the plans:**
 - Recheck the location and size of the utilities within the right-of-way.
 - Check the clearances between the utilities and other utilities, drainage structures, or passing traffic.
 - Make sure the installation complies with minimum required above-ground, over-head vertical clearance, and/or underground minimum cover depths set forth in the plans and specifications.

Backfilling and Compaction

- Probably your most important inspection duty is to ensure proper backfilling and compaction around and over relocated underground utilities.**
 - If this work is done improperly, the effects will show up later as a weak area where settlement will occur.
- The basic requirements are:**
 - Embankment material normally must be placed in approximately 8-inch (200 mm) loose lifts compacted to 6-inch (150 mm) lifts. Some States will allow the contractor to construct a test section to demonstrate that compaction can be achieved at a greater depth. If acceptable, the contractor may place material in loose lifts of up to 16 inches (400 mm) and compact them to 12 inches (300 mm). Check your Department's specifications and check with the engineer before allowing the contractor to do this.
 - Base material must be placed in lifts where the compacted base thickness will be greater than 6 inches (150 mm). Excess material must be relocated away from the placement area.
 - One point should be made about density tests. You must determine early who is responsible for conducting the test. Then, the results must be recorded on the proper forms for your State.

Patches and Landscaping

- Where utilities are relocated by making open cuts in existing roadway, the finished work must be backfilled and the roadway patched.**
- Temporary patches must be maintained to provide a smooth all-weather surface at all times.**

- Permanent replacement of the temporary patch must be made as soon as all other work on the installation is completed.**
 - The only exception is when the roadway area will be reconstructed or paved in the immediate future.
- During the relocation of utilities, you must not allow the indiscriminate cutting of trees or disfiguring of any feature of scenic value.**
- You should know, however, that some trimming is, at times, necessary and desirable.**
- Any necessary trimming or cutting of trees by utility companies in the interest of public safety or continuity of utility service should not be considered indiscriminate.**
 - For example, where utilities cannot bypass the obstruction without keeping a clear roadside, trimming and cutting may be needed.

Conflicts

- If a conflict occurs, the major responsibility of the inspector is to document the conflict in detail and work towards a quick solution.**
- The solution to conflicts should be coordinated between the contractor, Department, and the utility.**
- The inspector can help best by keeping detailed records and contacting the project engineer as soon as possible.**