



Completed Project Maintenance Checklist “E”

(Prior to acceptance by owner/agency)

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Final Rev 02/03/10

JOB NAME

JOB/CONTRACT #

START DATE

COMPLETION DATE

LOCATION

COMPLETED BY

TODAY’S DATE

A contractor is liable for maintenance of a project until it has been accepted by the owner or agency. The contractor should assign a person(s) to inspect and correct any and all situations that may lead to an incident of personal injury, property damage or environmental claims.

The frequency of inspection and responsible person should be determined and communicated by management.

Maintaining Completed Jobs

- ☐ Assign a person to conduct Jobsite Inspections
- ☐ Establish a Jobsite Inspection Schedule – Daily, Every Other Day, Weekly
- ☐ All inspection to begin on Monday mornings.
- ☐ All permanent signs in place and working
- ☐ Fill out sign reports as required by contract
- ☐ All permanent markings in place as required by contract
- ☐ No edge of pavement drop offs
- ☐ No pot holes
- ☐ No holes/obstacles
- ☐ No open or broken castings
- ☐ No trip hazards
- ☐ No contractor or subcontractor equipment or materials that could become a hazard to the public
- ☐ Look for signs of disturbance; skid marks, ruts, trash, vandalism, etc.
- ☐ Check news during off time for potential incidents on your project site
- ☐ Check with authorities on reported incidents
- ☐ Periodically check the night time conditions.
- ☐ Assign Individuals to perform Storm Water Pollution Prevention Plan maintenance
- ☐ Assign individual(s) to check after major weather events
- ☐ Take immediate action to resolve any issues that may arise and document and communicate all findings and corrective actions.

Disclaimer

The Asphalt Pavement Association of Indiana can accept no responsibility for the inappropriate use of this document. Professional judgment and construction experience must be used to properly utilize the principles and guidelines published herein; taking into account available equipment, local materials and project conditions.

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