



Division of Infrastructure
Bureau of Construction

SCOP..... : 16 - 001G

CATEGORY.. : CONSTRUCTION

Subcategory : Inclement Weather Protocol and Site Preparation

Keywords : Construction Site Preparation, Inclement Weather

SUBJECT: INCLEMENT WEATHER PROTOCOL AND SITE PREPARATION

Supersedes..... : N/A

Supplements..... : N/A

Sheet..... : 1 of 3

APPROVED:


Associate Commissioner, Thomas Foley, P.E.

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All Infrastructure Construction Sites must be inspected and made safe prior to anticipated inclement weather. A Safety Advisory is usually issued by DDC QA & Construction Safety in conjunction with DDC Construction Management. The Borough Directors will send an email to the Deputy and Associate Commissioners identifying each/every project which has been secured before close of business (prior to storm).

Attached please find a check list for Storm Preparation and Site Patrol along with other required protocols.

Attachment

**DDC CHECKLIST FOR STORM PREPARATION
AND SITE PATROL**

Project # _____
Borough _____

Date: _____
Time: _____

Prepared by: _____
Initials: _____

- Confirm that contractor's 24 hour emergency contact phone numbers are reachable during the storm in case of any emergency
- Fire hydrants are accessible and signs provided if there is an obstructed view
- Make sure MPT/MOS measures are in place as required by the contract
- Avoid further excavations, fix potholes and install temporary pavement to minimize open trenches
- Minimize road plates and open excavations by providing immediate temporary paving to any locations possible, as directed by the RE
- Check that any remaining road plates are properly skid resistant
- Remove all unnecessary equipment and plates from the project location, as directed by the RE
- Store necessary equipment and plate in accessible areas for easy access for emergency clean up during or after the storm event
- Secure temporary pylons for street lights and traffic signals
- Remove unnecessary barrels from site
- Remaining barrels to have 3 weighted rings each
- Check that all construction lights are functioning
- Check that all MPT barriers are properly painted and reflectorized
- Remove all unnecessary signage as required and store securely
- Lower VMS/Flashing arrow boards as required and store securely
- Batteries for flash lights/arrow board to be checked and replaced if necessary
- All cranes/hoists are to be parked away from homes/building and properly secured
- Direct the contractor to broom sweep the entire project site to avoid/minimize dust, dirt, loose particles or sediments entering catch basins
- Remove mesh from construction fences as required to prevent wind damage
- Securely anchor down and/or pin all timber curbs, chain link, timber and pedestrian fences
- Connect all newly installed catch basins with the active storm sewer system. Place plywood to block water entering in catch basins in cases upstream start has been authorized or storm system is not functional
- Have the contractor clean all the catch basins (new or existing) including leaves on gratings and make sure the basins are functioning
- Clean up loose materials/debris, condense stored material at a fewer locations leaving room for storm water drainage
- All excavated material to be taken away from project site
- Avoid/minimize storage of clean fill/stone on the project site and remaining stockpiles are securely covered
- Make sure that orange fence used to barricade stored materials, trenches, equipment is properly secured, tied and/or weighted down to withstand wind

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- All drainage must be directed away from open excavations by use of backfilling behind sheeting left in place and temporary paving or sandbagging
- Leave enough room along the curb line for the water to flow while storing material
- Install sump pits in open excavations that are likely to accumulate water
- Inspect all temporary sheeting and add to any excavation that could be compromised by water flow
- Ensure standby water pumps are available on site for clean up after the storm event
- Check, reinforce and protect any temporary storm or combined sewer bypass
- Protect empty non-activated new water mains from water infiltration
- Coordinate protection of all exposed private utilities with their respective on site representatives. I.E.: Gas, steam, electric, telecommunications
- Make sure all existing and new distribution and trunk water main valve locations are recorded and can be exactly located if flooded
- Send out community notification for storm related issues
- Inspect all trees for dead or damaged limbs that could be compromised by wind
- All sidewalk/walk ways to be restored and opened up for pedestrians
- All BMP control measures as part of SWPPP to be checked and replaced if necessary
- Walk with contractor's super/foreman/competent person to make sure that the project is secured (see SCOP 03-004G Site Patrol of Projects by EICs)
- Take photographs of secured site for the daily diary prior to approving site as prepared for storm

Additional Snow Storm Items:

- Install all Raise and Plow signs as required for MPT and road plates
- Check lane widths with adjacent MPT that they are able to accommodate plows and excess snow
- Contractor to have sufficient ice melt material available on site
- Immediately remove snow from within the limits of all active work zones and provide necessary access for private property owners to remove snow from their locations

Additional Items for Construction Site Patrol and Storm Preparation :

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- _____
- _____
- _____
- _____