

SAMPLE

PREPARATORY CONTROL WORKSHEET

DEFINABLE FEATURE OF WORK : Concrete Reinforcing

A. ACTIVITIES INCLUDED UNDER Concrete Reinforcing -

B. QUALITY CONTROL REQUIREMENTS -

C. QA/QC DEFICIENCY ITEMS -

INCLUDE ADDITIONAL COMMENTS ON DAILY REPORT

D. LABOR RATES -

LABOR CLASSIFICATIONS	BASIC RATE	FRINGE BENEFITS	PLUS %	TOTAL WAGE/HR
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

E. REVIEW CONTRACT DRAWINGS AND SPECIFICATIONS -

DRAWING / SPEC. NO	COMMENTS / CONFLICTS
_____	_____
_____	_____
_____	_____

DISCUSSED
Yes / No / NA

- | | | | |
|---|-----|-----|-----|
| 1. Issue Prep Meeting request in Outlook to GC Staff, Sub-Con and COE | ___ | ___ | ___ |
| 2. Insure COE Rep's are notified 24 hours prior to Prep-Meeting | ___ | ___ | ___ |
| 3. Verify Contractor Readiness - have Certificate on insurance | ___ | ___ | ___ |
| 4. Verify Subcontractor Readiness - have Form 1413 | ___ | ___ | ___ |
| 5. Verify Subcontractor Readiness - have Business License / L&I | ___ | ___ | ___ |
| 6. Verify all submittals have been approved | ___ | ___ | ___ |
| 7. Work Hours: 7:30 AM to 4:00 PM | ___ | ___ | ___ |
| 8. Contractor Foreman to fill out Daily Field report | ___ | ___ | ___ |
| 9. Permits not required | ___ | ___ | ___ |
| 10. Submittals been approved: NO, pending review by DOR, This Prep is for a Partial Prep-Meeting for the Contractor for building foundation concrete form work. No forms to be allowed to be placed in the ground until all submittals have been submitted and retried for this section by the COE as approved. COE is allowing the GC to build forms pending submittal review. | ___ | ___ | ___ |
| 11. Review DFOW Spec Sec PART 3, Execution for Form work | ___ | ___ | ___ |
| 12. No tests required for form work building, however will require inspection after placement of forms in excavation prior to placing rebar and cast in place concrete. | ___ | ___ | ___ |
| 13. _____ | ___ | ___ | ___ |
| 14. _____ | ___ | ___ | ___ |
| 15. _____ | ___ | ___ | ___ |
| 16. _____ | ___ | ___ | ___ |

PREPARATORY CONTROL WORKSHEET

DEFINABLE FEATURE OF WORK : Concrete Reinforcing

E. REVIEW CONTRACT DRAWINGS AND SPECIFICATIONS - Cont.

F. REPETITIVE DEFICIENCIES FOUND ON PREVIOUS PROJECTS -

	DISCUSSED
	Yes / No / NA
1. Insure DFWO tasks are completed IAW project contract documents to prevent repetitive deficiencies	___ ___ ___
2. Report all deficiencies to the project QCM	___ ___ ___
3. Are there any outstanding deficiencies preventing the start of the proposed work	___ ___ ___
4. _____	___ ___ ___
5. _____	___ ___ ___
6. _____	___ ___ ___
7. _____	___ ___ ___

G. CONTROL CHECKS -

	IN COMPLIANCE
	Yes / No / NA
1. Has Initial Inspection date been set yet Day _____ Date _____ Time _____ Where _____	___ ___ ___
2. _____	___ ___ ___
3. _____	___ ___ ___
4. _____	___ ___ ___
5. _____	___ ___ ___

H. JOB SITE SAFETY -

	IN COMPLIANCE
	Yes / No / NA
1. Insure AHA is approved	___ ___ ___
2. SAFETY review AHA to assure safety requirements are met	___ ___ ___
3. Review applicable portion of the EM 385-1-1	___ ___ ___
4. Name Competent Persons for this phase of work	___ ___ ___
1. _____	___ ___ ___
2. _____	___ ___ ___
5. _____	___ ___ ___
6. _____	___ ___ ___
7. _____	___ ___ ___
8. _____	___ ___ ___

I. QUALITY ASSURANCE EVALUATION NOTES -

	DISCUSSED
	Yes / No / NA
1. _____	___ ___ ___
2. _____	___ ___ ___
3. _____	___ ___ ___
4. _____	___ ___ ___