

**FY 2019/2020 QC Category No. 15**  
**STATEWIDE INSPECTION GUIDELIST**  
**Utilities**

***GENERAL***

1. Utility relocation, installation, adjustment and protection were discussed at the preconstruction conference. Additionally, weekly utility meetings were scheduled as required by the contract documents. [CPAM 3.1 and 5.6, Specs. 7-11.5.4]
2. All notices of utility claims were provided to the utility company in writing. [CPAM 7.5]
3. When installing buried utilities on the job site, the FDOT's inspector will verify that the top of the utility is being buried at a depth below the final grade sufficient to provide the minimum required by the utility permit.

***UTILITY WORK BY THE CONTRACTOR***

4. Project Staff has overseen the work in accordance with the contract. [CPAM 5.6]
5. For Utility Work by Highway Contractor (UWHC), utility personnel were allowed to inspect the specific utility work done by the Contractor. [CPAM 5.6]

***UTILITY WORK BY OTHERS***

6. The Project Staff has ensured that all utility work was in accordance with the Utility Permit and Utility Work Schedules.
7. The Project Staff has investigated potential conflicts between the proposed utility work and the physical roadway features of the project. [CPAM 5.6]
8. All activities involved in the utility operation shall be recorded on a Daily Work Report under the remarks category for utilities in SiteManager. [CPAM 5.6]
9. All utility conflicts with the Contractor's operation shall be recorded on the Daily Work Report and the Utility Conflict and Damage Report Form. [CPAM 5.6]
10. All activities involved in the utility operation were recorded on a Daily Work Report under the remarks category for utilities in SiteManager. [CPAM 5.6]
11. Reimbursable Utility work was in accordance with the latest version of the Utility Process Manual (UAM) Topic No. 710-030-000. [CPAM 5.6]
12. Notification of beginning and ending of utility work were made in accordance with the Utility Work Agreements. [CPAM 5.6]

13. Project Staff sent a written request to the utility or its Contractor performing the reimbursable utility work requesting an invoice detailing all labor, equipment, materials and markups for review. [UAM 4.4]

14. The Project Staff reviewed the invoice against the Daily Work Reports for discrepancies and, after making any appropriate corrections required, submits the invoice to the District Utilities Office for further processing and payment. [UAM 4.4]