

**Country Club Road over Tannery Creek
Emmet County Road Commission**

Aquatic Organism Passage (396) Inspection Checklist

- Preconstruction conference
 - Meet with Emmet County Road commission, contractor, NRCS & CRA representatives, and Engineer.
 - Review Contractor's dewatering / stream flow maint. plan.
 - Review construction drawings including site specific details, construction specifications, and individual responsibilities.
 - Review Inspection Plan. Explain that if NRCS is not given the *opportunity* to inspect, the owner may jeopardize his cost share.
 - Have approved plans signed by all parties on cover sheet.
 - Review Operation and Maintenance Plan with landowner.
 - Record **in writing**.

- Structure Submittals
 - Complete set of sealed shop drawings provided per Aluminum Box Culvert, 16'-4" Span x 5'-11" Ries Special Provision
 - Verify design loads, including special loading from additional cover
 - Verify culvert materials and hardware per special provision
 - Similar project references from manufacturer.
 - Pre manufacture load ratings per special provision provided
 - Verify assumption sheet provided
 - Verify calculation input and output provided
 - Verify completed Bridge Analysis Summary form provided
 - Sealed by licensed professional engineer

- Excavation/Earthfill (MI-150, MI-152, MI-154)
 - Layout project.
 - Temporary soil erosion and sedimentation control items installed.
 - Check grades, sub-grade materials, and removal of roots, rocks, and frozen material.
 - Existing culverts removed.
 - Ensure proper placement and compaction of backfill behind abutments.
 - Density test reports provided and acceptable.
 - Ensure proper earthfill materials are used.
 - Ensure correct elevations, grades, top width, and side slopes.
 - Ensure dewatering and stream flow maintenance methods are adequate to allow for proper inspection of subgrade and installation of structure.
 - Take pictures and document **in writing**.

- Timber Piling
 - Layout per plan.
 - Verify the pile driving equipment meets requirements of formulas 1 & 2 of Foundation Piling, LRFD special provision.
 - Verify piles installed to the specified ultimate pile capacities.
 - Foundation Piling Record submitted (MDOT form 1161L)

Inspector: _____

Date: _____

12/17/2020

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- Structure Installation(MI-164, MI-165, MI-174, or MI-182)
 - Ensure placement of structure at proper lines and grades. Verify and document that structure material properties are met. (take pictures of markings and collect shop drawings and other manufacturer documentation such as invoices etc.)
 - Culvert components placed according to shop drawings.
 - All plates, ribs, full inverts, head walls, toe walls, bolts, plates, and other items and hardware installed per plan.
 - Take pictures and document **in writing**.

- Geotextile /Riprap (MI-165)
 - Stream diversion adequate for proper placement of geotextile and riprap
 - Ensure adequate placement of geotextile with adequate overlaps and verify material properties are met.
 - Collect material data sheet and roll tag to document what was installed.
 - Riprap stones meet MDOT specifications for Riprap, Plain.
 - Riprap channel lining and streambed fill meet specifications.
 - Riprap header, dimensions, and elevations per plan.
 - Take pictures and document **in writing**.

- Road Surface
 - Aggregate base course placed and properly compacted
 - Density test reports provided and acceptable
 - Asphalt place at the specified rate
 - Load tickets provided.
 - Take pictures and document **in writing**.

- Seeding (MI-166)
 - Ensure disturbed areas are seeded and mulched as required.
 - Mowing and fertilization as necessary to help establish rigorous vegetation.
 - Take pictures and document **in writing**.

- Final Inspection
 - Meet with landowner, contractor, and NRCS representative.
 - Review project for completeness and acceptance according to construction drawings and specifications.
 - Take measurements for final quantities
 - Complete As-built plans.
 - After construction load rating per Structure, Timber special provision complete and delivered to the Engineer.
 - Take pictures and document **in writing**.
 - Sign Operation and Maintenance Plan.
 - A construction check signed by an individual with appropriate construction approval authority must be obtained before the practice can be certified for cost-share.

12/17/2020