

Project Name: _____	Project Number: _____
Consultant: _____	CFLHD Project Manager: _____
Task Order No.: _____	Checker: _____ Date: _____
Originator: _____	Date: _____

S1 A/E FIELD SURVEY CHECKLIST <small>“INITIAL” in block or indicate “N/A” to indicate those elements reviewed</small>	INITIALS/DATE	
	ORIGINATOR	CHECKER
Pre-Project Planning		
Call Agency contact (± one week) before arriving at project site. Advise them of the proposed schedule. Discuss any special concerns or instructions they may have in regards to the proposed schedule and/or work.		
Review SOW and supporting documents, discuss project with crew.		
Project Reconnaissance		
Meet with the Agency contact or representative, review project with them, request copies of any utility and /or boundary information, maps or deeds.		
Contact adjacent landowners, obtain permission to enter their property, request copies of any utility and/or boundary information, maps or deeds.		
Recon project site with the Agency contact or representative and field crew.		
Identify all areas of potential safety and traffic control concerns, discuss with Agency contact or representative and field crew.		
Note any areas of special concern to the design process.		
Recover all horizontal and vertical control points required for the project. Verify that control points are stable and usable.		
Project Control		
Identify areas requiring additional control points, wing points and etc.		
Set all additional control and wing points (if required), panel required points.		
Take digital photos of project site, any problem areas, control points and vicinity.		
Establish horizontal and vertical control points and required panel points, as required, per CFLHD specifications.		
Identify visible utilities, marked buried utilities and any signs or indication of buried utilities to be located.		
Identify all aliquot corners and property corners to be located.		

