



VILLAGE OF  
**LONG GROVE**  
3110 RFD Long Grove, Illinois 60047-9635  
Phone (847) 634-9440  
Fax (847) 634-9408

## FIELD OBSERVATION CHECKLIST

### PRECONSTRUCTION MEETING

- 1 ESI coordinates setting up preconstruction meeting attendees. The developer, developer's engineer, contractor, ESI, Village of Long Grove, and SMC are all required attendees. Urban Forest Management and subcontractors are to be invited depending on the project.
- 2 A detailed progress schedule should be submitted to the village for approval prior to starting work.
- 3 The Letter of Credit should be submitted prior to any work beginning on the project.

### SITE WORK

#### Silt Fence – Village Ordinance (4-4-3)

- 1 Selected vegetation will need to be removed prior to installation.
- 2 Ensure construction in accordance with drawings (material, post spacing, reinforcing).
- 3 Inspect every two weeks and after every rain of more than a half (½) inch. A report to be sent to SMC by the developer.
- 4 Is there a preprinted form to be filled out?
- 5 Remove all temporary SE/SC measures after the site is stabilized with vegetation.

#### Tree Removal – Village Ordinance (5-16-2)

- 1 Tree Protection -- To be maintained around all areas to be undisturbed.
- 2 Tree Protection -- Methods to be used must be approved by the Village Arborist.
- 3 Verify with Village tree consultant the nature and type of trees to be removed.
- 4 Check plans to ensure only approved trees are removed.
- 5 Obtain tree survey from contractor or tree removal subcontractor.

#### Site Grading – Village Ordinance (4-4-4)

- 1 Construct stabilized construction entrances per drawings.
- 2 Contractor should have independent testing agency on site to verify moisture content in excavated soils used in building pad construction.
- 3 Ensure contractor protects all future septic areas from contamination.
- 4 Monitor dust levels and require watering when needed.
- 5 Construct sediment trapping devices (sediment traps, basins...)
- 6 Construct detention facilities and outlet control structures with restrictors & temporary perforated risers.
- 7 Strip topsoil, stockpile topsoil and grade site.
- 8 Temporarily stabilize topsoil stockpiles ( seed and silt fence around toe of slope).
- 9 Temporarily stabilize all areas including lots that have reached temporary grade.

#### Detention Basins – Village Ordinance (6-1-1)

- 1 The contractors PLS to verify locations of detention areas and associated outlet control devices, and submit as built drawings.
- 2 Ensure detention areas are constructed according to plan.
- 3 Detention basins must be completed prior to any hard surface roadway work, including stone.



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- 4 Ensure detention basins are seeded and blanketed upon completion after all utilities associated with them have been completed.

### Landscaping – Village Ordinance (2-3-3)

- 1 Check sloping of berms to ensure compliance with plans on height and slope prior to permanent seeding.
- 2 Ensure trees remaining are adequately protected and maintained.
- 3 Landscaping work to be done in accordance with contract documents.
- 4 Verify any landscaping changes or substitutions with the Village of Long Grove and Urban Forest Management.

## UNDERGROUND / UTILITIES

### Storm Sewer – Village Ordinance (6-5-5-B)

- 1 Verify locations of end sections, inlets, catch basins and manholes.
- 2 Verify inverts of structures and slopes of pipe.
- 3 Verify that materials used in construction meet specifications and village code.
- 4 Village Building Department is responsible for inspection of service lines to buildings.
- 5 Contractor's surveyor to submit as-built drawings supplying all information regarding storm sewer on-site and tie-in information.
- 6 Install inlet and outlet protection for all storm sewers.

### Water Main – Village Ordinance (8-3-16) (8-3-17)

- 1 Verify locations of hydrants, valve vaults and service connections.
- 2 Verify that materials used in construction meet specifications and Village code.
- 3 Perform pressure testing at 150 lbs upon completion of water main installation.
- 4 Village Building Department is responsible for inspection of service lines to buildings.
- 5 Contractor's surveyor to submit as-built drawings supplying all information regarding the water main on-site and tie-in information.

### Sanitary Sewer – Village Ordinance (6-5-7)

- 1 Coordinate with Lake County Public Works.
- 2 Verify that materials used in construction meet specifications and Village code.
- 3 Village or County is responsible for inspection of service lines to buildings.
- 4 Contractor's surveyor to submit as-built drawings supplying all information regarding the sanitary sewer on-site and tie-in information.

### Street Lighting – Village Ordinance (5-9-5-2)

- 1 Verify layout and depths of light pole foundations.
- 2 Ensure proper concrete tests are performed on foundations.
- 3 Ensure proper size and material of conduit is used.
- 4 Ensure wiring is in compliance with the contract documents.
- 5 Verify poles and luminaries are as specified in the drawings.



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## FIELD OBSERVATION CHECKLIST

### ROADWAY

#### Subgrade – Village Ordinance (Title 6)

- 1 Proof roll sub grade with loaded semi-trailer. In general, perform three passes – one in each lane and one down the middle.
- 2 Mark all areas where deflection and/or pumping are present and remove and replace these areas with CA-6 stone. More substantial areas may require deeper cuts with larger stone (CA-1).
- 3 Spot check grades.
- 4 Contractor to supply documentation proving all granular material brought on site. Is it from an approved I.D.O.T. source, and does it meet all Village ordinances?

#### Concrete Curbs – Village Ordinance (6-6-2) & (7-1-1-5)

- 1 Contractor should have an independent testing agency on site to make concrete cylinders (4 each per 100cy), test air (5-8%) and test slump.
- 2 Verify the concrete being delivered meets these requirements.
- 3 Verify rebar is being used in the curbs.
- 4 Verify cylinder breaks after 14 or 28 days.
- 5 Check for areas where curb should be depressed (access roads, bike paths, etc).
- 6 Ensure that curbs are backfilled immediately, prior to compaction efforts of subgrade between the curbs.
- 7 Contractor to supply documentation proving concrete meets all I.D.O.T. and Village ordinances.

#### Stone Base – Village Ordinance (Title 7)

- 1 Proof roll sub grade with loaded semi trailer. In general, perform three passes – one in each lane and one down the middle.
- 2 Mark all areas where deflection and/or pumping are present and remove and replace or recompact these areas with CA-6 stone.
- 3 Contractor should have an independent testing agency on site to test stone density.
- 4 Spot check grades and verify plan depth of stone is met.
- 5 Contractor to supply documentation proving that all granular material brought on site is from an approved I.D.O.T. source, and meets Village ordinances.

#### Bituminous Base Course or Binder Course – Village Ordinance (6-6-2)

- 1 Contractor should have their own independent testing agency on site to verify compaction densities, define rolling patterns, and make adjustments as necessary.
- 2 Ensure the subbase has been primed (if required on plans).
- 3 Obtain mix design from contractor prior to beginning construction. Ensure that the proposed mix design is consistent with that shown on the plans.
- 4 Examine delivery tickets to ensure the proper mix is being delivered to the project.
- 5 Verify with contractor's testing agency that compaction goals are being met.
- 6 Visually inspect asphalt to verify consistency of mix and lack of segregation of materials.
- 7 The sub divider shall be solely responsible for the maintenance of all public improvements within the subdivision until the public improvements are completely installed, approved, and accepted by the Village Board. (Village Ord. 6-5-8)



## FIELD OBSERVATION CHECKLIST

### Bituminous Surface Course – Village Ordinance (6-6-2)

- 1 Contractor should have their own independent testing agency on site to verify compaction densities, define rolling patterns, and make adjustments as necessary.
- 2 The pavement shall be thoroughly cleaned by vacuum sweeper, water truck or any means necessary to remove dirt and debris that may inhibit the bond between binder and surface courses of asphalt.
- 3 Ensure the binder course has been primed (0.10 gal/SY).
- 4 Obtain mix design from contractor prior to beginning construction. Ensure that the proposed mix design is consistent with that shown on the plans.
- 5 Examine delivery tickets to ensure the proper mix is being delivered to the project.
- 6 Verify with contractor's testing agency that compaction goals are being met.
- 7 Visually inspect asphalt to verify consistency of mix and lack of segregation of materials.
- 8 Follow up with pavement cores as required by Village ordinance.
- 9 The final surface course of all roads within a subdivision shall not be installed until all public common area improvements have been completed ( Village Ord. 91-0-20, 8-27-1991).

### Sidewalks – Village Ordinance (Title 7)

- 1 Contractor should have an independent testing agency on site to make concrete cylinders (4 each per 100cy), test air (5-8%) and test slump.
- 2 Verify the concrete being delivered meets these requirements.
- 3 Verify cylinder breaks after 14 or 28 days.
- 4 Verify the layout and depths are consistent with the approved plans.
- 5 Verify all survey monuments and property corners have been properly installed (Village Ordinance 6-5-3).

### Project Close out

- Final Inspection
- Punch List
- As – Built Plans
- Close Out – Letter of credit reduction
  - A. To receive the letter of credit reduction, the contractor must have all of the required project documentation in to and the approval of the Village Engineer.
- Final paper work – close out within \_\_\_\_ days.
- Final approval / Acceptance of work and materials.
- Final Pay Estimate, only once all documentation is approved.