

## Field Supervisor's CheckList for Excavation (2025 Edition)

Note: **All work MUST be performed in accordance with all governing laws and regulations.**

### 1. Display Current Permit

- A hard copy of the: **BPWD permit, Jackie's Law permit, and hoisting license** must be displayed at the jobsite at all times.  
\*Emergency permits may use electronic notifications.
- Your company must **notify the City** using our online notification app 24 hours before the start of the excavation work, backfill and paving operations and within 24 hours of completion.  
\*Backfilling and paving notifications may be coordinated with Public Works.
- Crew must follow the **BTD Traffic Management Approval Form (TMP)**.

### 2. Abiding by Permit Restrictions

- TMP includes leafletting 72 hours in advance and Posting 48 hours before starting any work at any time.
- Before starting your crew must have ground ID signs properly placed before work begins. 2 signs required for 2 way streets.
- Sidewalk closed signs must be placed at any time a sidewalk is obstructed; and at the nearest ramps on either end of the construction site. (Approaching streets if needed)
- Crew must maintain BTD traffic requirements including 2-way traffic where applicable.
- The required number of police details must be on site before any construction activity can take place.
- No stockpiling is allowed unless previously authorized by BTD and written on the BTD Traffic Management form.
- The Crew must work within the hours specified by the BTD.
- Utility Repair Tags must be installed during the final lift of HMA. The tag is compacted into the top course of the asphalt patch.
- Must be aware of all designated outdoor dining locations, and coordinate in advance any possible non-emergency work within an outdoor dining area (Still attempt on emergency work)
- Must abide by all Boston Parks and Recreation Rules including its tree protection and safety protocols.

### 3. Safe Work Zone

- Work zones must follow the TMP and be properly secured to restrict access to pedestrian and vehicular traffic before starting work.
- Your Mattocks-Higgins Safety Affidavit must be accurate and up to date at all times.
- Work zone must have approved barricades surrounding the excavation site, with proper cones, tape, and other devices delineating traffic. (No tape will be allowed around the open excavation unless otherwise authorized/ You need an upper and lower barricade around the excavation) When barricades are used within pedestrian areas, they must be ADA compliant.
- Work zone must be swept clean at the end of every shift.
- Any excavation five feet deep or greater or where sidewalls appear unstable must be properly shored.
- Open excavations must never be left unattended (Jackie's Law).

### 4. Suitable Reused & Recycled Gravel Material

- To use existing material, it must first be tested and approved by BPWD Engineers.
- Crews must never use unapproved existing material.

### 5. Suitable New Gravel Material

- All new gravel material meeting MassDOT 1.03.1 specifications must be approved by BPWD.
- Crew is responsible for visual inspection of gravel from approved sources to verify it meets City specifications.
- Material may not be wet, frozen, contain deleterious material, or contain stones greater than 3" diameter. You must reject it.

### 6. Compacted in 6" Maximum Lifts - The PWD considers this the most important event during your construction work!

- The crew must compact gravel material with no greater than 6 inch lifts when using standard backfill equipment.
- If using specialized backfill equipment you must first test the equipment and submit the testing results to PWD for approval. \*No greater than 2 foot lifts for hoe packs.
- On standard backfill equipment, the crew must perform 5-7 passes for each 6 inch lift.

### 7. Controlled Density Fill (CDF)

- The use of CDF is not allowed unless your company has received written approval from the BPWD.

- If the use of CDF is approved, the crew must wait a full 24 hours for the mix to set before continuing backfill and paving operations.
- When using CDF, 24 inches or more of approved backfill material must provide a barrier between the CDF and the HMA before paving.

#### 8. Excavation

- Never should any roadway or sidewalk excavation be left in gravel for any period of time.
- Absolutely no excavation should be left unattended at any point (Violation of Jackie's Law).
- If an excavation cannot be backfilled due to complicated work, the site must be fully secured with either plates or continuous fencing.
- When using steel plates to secure a work site the plates must overlap the excavation by not less than 18 inches on all sides.
- Unless recessed, all plates must have a 24 inch berm of HMA or cold patch on all driven sides, and 18 inches on non-driven sides.
- All plates should be properly shimmed, pinned and welded where necessary to ensure no movement when driven over.
- If plates must remain for three or more days, they must be recessed to the grade of the roadway unless otherwise authorized.
- Every steel plate used to secure an excavation must have the Permittee's name and emergency contact number stenciled on them.
- All plated locations must have "Caution Steel Plates Ahead" signs constructed with Retro Reflective Fluorescent Orange material (Type 4) bracketed 6 feet height or greater on unobstructed poles or posts unless otherwise approved by BTD/BPWD.
- Signs must be posted 200-300 feet in advance of steel plates being used, or as otherwise directed by BTD/BPWD.
- (2) Signs are required for 2 way streets/Depending on the location more signs may be needed per BTD/BPWD.
- If securing a roadway or sidewalk excavation with cold patch, the cold patch must be replaced with HMA within 48 hours.

#### 9. Building Practices

- When patching a roadway or sidewalk the crew must place 2 even 1.5 inch lifts of approved HMA, each compacted with 5-7 passes.
- The crew must leave at least 1.5 inches of space to allow the top course; otherwise the patch will not compact properly and will fail.

#### Final Paving Requirements

- The patch or trench must be cut rectangular or square in shape.
- Pavement edges must be saw cut to a vertical face and cleaned of debris.
- Tack coats must be applied to the sidewalls of the existing roadway to allow the new HMA to adhere properly when placed.
- Utility ID repair tags must be installed per PWD protocol.

#### 11. Roadway Satisfactory Complete

- All asphalt patches or trenches must be adjacent to and smooth and level with the existing roadway grade. The patch must be two inches (2") or less, matching the existing roadway.
- A party that installs a noncompliant patch will be added to the bad patch list.

#### 12. Temp Sidewalk Complete

- All temporary asphalt patches or trenches must be adjacent to and smooth and level with, the existing sidewalk grade.
- Sidewalk patches must be constructed in accordance with **PROWAG and City specifications.**
- Utility ID repair Tags must be installed in all asphalt sidewalk patches per **PWD protocol.**

#### 13. Permanent Sidewalk Complete

- Temporary sidewalk repairs must be permanently restored within 60 days unless otherwise authorized.
- The crew must monitor all concrete permanent repairs of sidewalks while setting to deter vandalism.
- Permanent repairs must be constructed in accordance with **PROWAG and City specifications.**

#### 14. Pedestrian Ramp Compliant?

- All ramps must be constructed in accordance with **PROWAG.**

#### 15. Conduit and Loop Detectors Damages/Pavement Marking/ Flex Posts Restoration

- On damaged traffic conduit or wire loops you must notify BTD immediately (M-F 7am-7pm; Sat 9am-5pm 617-635- 4430/Remaining hours 617-635-4500).
- You must maintain temporary pavement markings damaged by your construction and permanent pavement markings must be restored per BTD specs after your work has been completed. Flex Posts protocols need to be followed during and after construction.
- On damaged street lighting conduit you must notify the mayor's hotline immediately (M-F 7am -Midnight 617-635-4500 as well as 617-635-5810/ remaining hours' mayor's hotline 617-635-4500 as well as 617-592-0063)