

QA/QC Checklist



DIVISION 01 – General Requirements
01 29 00 – Payment Procedures

General Information	Programming/Design	Bidding/Preconstruction	Installation/Construction	Closeout/Warranty
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01 Requirements for (or prior to) First Payment
Contractors shall submit:

1. Approved “Pencil Copy” of the Application/Certificate of Payment with original signatures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. List of subcontractors (General Conditions 8.2).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Schedule of Values (General Conditions 11.1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Construction schedule (General Conditions 8.1.1).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Site-specific Safety Plan (General Conditions 8.5.2.A). This plan shall detail public interfaces, traffic control, site access, critical activities, and overall project safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Construction Waste Management Plan (General Conditions 8.11). This plan should detail how the contractor will achieve a minimum recycle/salvage of 75% of construction, demolition, and land clearing waste.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Copy of the OSHA 30-hour certification for the contractor’s on-site superintendent (General Conditions 8.5.2.B). The date of the certification must be within five (5) years of the start of the project. For multiple-prime contracts, EACH prime contractor’s on-site superintendent must be OSHA 30-hour certified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Weekly payroll certifications if work has been done (General Conditions 11.2). For periods when no on-site work has been completed, “NO Work Reports” should also be submitted to account for all time periods identified in the Application/Certificate of Payment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Certificate of Compliance with the Steel Products Procurement Act (“Steel Certs”) if work has been done and steel products have been invoiced (Section A Notice to Bidders 17.B). The certificate shall also contain the contractor’s corporate seal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Quality Control Plan (if applicable and required by construction documents).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

02 Requirements for Monthly Payments
Contractors shall submit:

1. Approved “Pencil Copy” of the Application/Certificate of Payment with original signatures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Weekly payroll certifications (General Conditions 11.2). For periods when no on-site work has been completed, “NO Work Reports” should also be submitted to account for all time periods identified in the Application/Certificate of Payment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Compliance with the Steel Products Procurement Act (“Steel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

