



Field Supervisor's Check List (2023 Edition)

PUBLIC WORKS DEPARTMENT

RULES AND SPECIFICATIONS FOR EXCAVATION ACTIVITY WITHIN THE CITY OF BOSTON

1. Current Permit Present

- Must have permit on job site at all times.
- The excavator/operator must have the Jackie's Law Permit on site at all times.
- Your company must notify the City using our online notification app 24 hours before the start of excavation, backfill, or paving operations. (Backfilling and paving notifications maybe coordinated in the field)
- Must notify the City using our online notification app within 1 hour of activating an emergency permit.
- Crew must follow the BTM Traffic Management Approval form.

2. Abiding to Permit Restrictions

- 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.
- Sidewalk Closed signs must be placed at the nearest ramps on either end of the construction site.
- Crew must maintain BTM 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 BTM and written on the BTM Traffic Management form.
- The Crew must work within the hours specified by the BTM.
- Utility Repair Tags must be installed during the final lift of HMA. The tag is compacted into the top course of the asphalt patch.

3. Safe Work Zone

- Work zone must be properly secured to restrict access to pedestrian and vehicular traffic before starting work.
- Work zone must have approved barricades surrounding 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)
- 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 PWD Engineers.
- Crews must never use unapproved material.

5. Suitable New Gravel Material

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

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 PWD.
- 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.

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8. Opening Secured

- **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.
- If securing a roadway or sidewalk excavation with cold patch, the cold patch must be replaced with HMA within 48 hours.

9. Two 1-1/2" Lifts of Hot Mix Asphalt

- 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.

10. 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 coat 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 must be adjacent to and smooth and level with, the existing roadway grade.

12. Temp Sidewalk Complete

- All temporary asphalt patches must be adjacent to and smooth and level with, the existing sidewalk grade.
- Sidewalk patches greater than 35 feet must meet all ADA/AAB specifications. Patches under 35 feet must meet existing conditions.
- 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 greater than 35 feet must meet all ADA/AAB specifications. Repairs under 35 feet must meet existing conditions.
 - Sidewalks must have no greater than a 2% cross slope. 1.5% cross slope is preferred.

14. Pedestrian Ramp Compliant?

- Any noncompliant pedestrian access ramp that is affected by utility work must be replaced to meet ADA/AAB specifications.
 - Access ramps must have a running slope of not more than 8.3%. 7.5% running slope is preferred.
- The cross slope of the landing must not exceed 2% cross slope. 1.5% cross slope is preferred.

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

- On damaged traffic conduit or wire loops you must notify BTM immediately (M-F 7am-8pm; Sat 9am-5pm 617-635-4430/Remaining hours 617-635-4500)
- You must maintain temporary pavements damaged by your construction and permanent markings must be restored per BTM 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 hotline617-635-4500 as well as 617-592-0063)

