Asphalt Maintenance Checklists
for
Facilities Manager and Contractor

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All previous versions of this document are obsolete.

A copy of this document is available for download to Church Employees, Consulting Architects, Consulting Engineers and Contractors on the AEC Website located at:

- http://aec.ldschurch.org/aec/
- Select “Design Guidelines” under “Support Documents”
- Select “FM and Contractor Asphalt Maintenance Checklists” under “Civil” to download the document

Contact Chris Barker (email: Chris.Barker@ldschurch.org; phone: 801-240-1667) with questions or suggestions for improvement.
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Asphalt Maintenance Checklists for Facilities Manager and Contractor

Scoping and Budgeting

The Facilities Manager should be familiar with the information in the Meetinghouse Replacement and Improvement Standards and the Asphalt Paving Maintenance Strategy and Preservation Guidelines. Determining the needed asphalt maintenance scope of work this year for budget submittal into the annual plan for work to be performed next year can be accomplished using Attachment A – Scope of Work of the asphalt maintenance agreements. The Facilities Managers counsels with the asphalt maintenance contractor or other experienced and qualified personnel about the best strategy for maintaining the paving. Attachment A – Scope of Work would be reviewed just prior to the work being performed and the contract being let out to verify that the scope of work created the previous year is still accurate. The scope would be adjusted as needed before the contract is let out. The agreements, found on the MFD Resource Library, with Attachment A are:

- Agreement for Asphalt Maintenance CN
- Agreement for Asphalt Maintenance US

Master agreements for asphalt maintenance are being used in various areas of North America. These agreements, found on the MFD Resource Library:

- Master Agreement for Asphalt Maintenance CN
- Master Agreement for Asphalt Maintenance US

Asphalt Maintenance Checklists for Facilities Manager

Property Number: ____________________________
Property Name: ____________________________
Property Address: ____________________________

Pre-Construction Review of Scope of Services (prior to work being performed):

☐ Review the scope and budget established the previous year. Is it still valid?
☐ If not valid, update the scope and budget in Attachment A?
☐ Discuss specification requirements?
☐ Discuss invoicing expectations?
☐ Discuss turning sprinklers off two days prior to beginning work?
☐ Discuss turning sprinklers off for two days after finishing work?
☐ Discuss removal of trailers and other miscellaneous equipment from lot?
☐ Work with the contractor to have the parking lot closed (barricades, park-n-ride, and so forth)?
☐ Discuss cleaning requirements of the parking lot as required by the specifications?
☐ Clean up and remove debris after completing project, required by specifications

Post-Construction Review of Scope of Services (performed after work has been performed):

☐ Has the scope of services been performed?
☐ Have any “punch list” items been corrected by the contractor?
☐ Has the parking lot (paving, gutters, etc.) been swept/cleaned of dirt and debris?
☐ Has the project site been swept/cleaned of dirt and debris?
☐ Have all spills on lawn, landscaping, fences, etc. been cleaned up?
☐ Has all overspray and footprints been cleaned up?
☐ Have all oil spills or splashes or other messes been removed from sign posts, concrete work, etc?
☐ Has striping and painting been completed correctly? Is the paint the correct color?
☐ Have barricades and cones been removed?
☐ Have photographs of completed project been taken and stored?

On a scale of 1 to 5, with 5 being the best, how would you rate the quality of the contractor’s performance?
On a scale of 1 to 5, with 5 being the best, how would you rate the cost of the contractor’s performance?
On a scale of 1 to 5, with 5 being the best, how would you rate the timeliness of the contractor’s performance?

End of Checklists for Facilities Manager
Asphalt Maintenance Checklists for Contractor

Property Number:  
Property Name:  
Property Address:  

Crack Repair Checklist:
- Proposed crack repair material conforms to the requirements of the specification?
- Work with the FM to confirm that sprinklers are turned off two days before work begins?
- Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
- Work with the FM to have trailers and miscellaneous equipment removed?
- Work with the FM to have the parking lot closed?
- Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
- Any needed patches have been marked and have been completed?
- Apply weed control, if needed, in cracks in advance (1-2 weeks)?
- All debris and vegetation is properly removed from cracks, cracks are clean and work is staged to maintain cleanliness of cracks prior to installing crack fill/seal?
- Cracks are free of moisture?
- Cracks have been prepared per the specifications?
- Apply crack seal/fill without excessive buildup on surface?
- All cracks within the scope of work have been repaired?
- “Sinkers” have been re-sealed.
- After crack repair material has set, sweep and clean the parking lot? Clean any spills or messes?

Chip Seal Checklist:
- Proposed chip seal material, and thickness, conforms to the requirements of the specification?
- Work with the FM to confirm that sprinklers are turned off two days before work begins?
- Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
- Work with the FM to have trailers and miscellaneous equipment removed?
- Work with the FM to have the parking lot closed
- Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
- Any needed patches have been marked and have been completed?
- Any needed crack repairs have been completed?
- Paint stripes and markings have been removed, if applicable?
  - The flush coat (fog seal) is completely dry prior to application of parking lot stripes, if applicable? Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat?
- Drains, manholes, etc. have been covered and protected; uncovered upon project completion?
- Oil and grease spots have been treated with oil spot primer, and allowed to dry completely prior to placement of chip seal?
- The parking lot is completely clean and dry prior to installation of chip seal?
- The asphalt binder seal conforms to the requirements of the specifications?
- The proper asphalt binder coverage rate, per specifications and manufacturer requirements?
- Aggregate applied and seated into asphalt binder per specifications and manufacturer requirements?
- Flush coat (fog seal) applied per specifications and manufacturer requirements?
- Edges, gutters, and drains have been kept clean and spills or messes cleaned up?
- Parking lot stall and ADA stall signage is in compliance with MUTCD and ADA standards?
- Any changes in layout approved by FM?
Emulsion Seal Checklist:

- Proposed penetrating seal material conforms to the requirements of the specification?
- Work with the FM to confirm that sprinklers are turned off two days before work begins?
- Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
- Work with the FM to have trailers and miscellaneous equipment removed?
- Work with the FM to have the parking lot closed?
- Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
- Any needed patches have been marked and have been completed?
- Any needed crack repairs have been completed?
- Paint stripes and markings have been removed, if applicable?
  - Penetrating seal is completely dry prior to application of parking lot stripes, if applicable? Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat?
- Drains, manholes, etc. have been covered and protected; uncovered upon project completion?
- Oil and grease spots have been treated with oil spot primer, and allowed to dry completely prior to placement of slurry seal?
- The parking lot is completely clean and dry prior to installation of emulsion seal?
- The proper coverage rate, per specifications and manufacturer requirements, of tack coat applied, if applicable?
- The proper coverage rate, per specifications and manufacturer requirements, of emulsion seal applied. First application completely dry prior to beginning second application. First and second coat applications evenly and properly proportioned?
- Any air bubbles or streaks properly corrected?
- Edges, gutters, and drains have been kept clean and spills or messes cleaned up?
- The emulsion seal is completely dry prior to application of parking lot stripes, if applicable. Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat?
- Parking lot stall and ADA stall signage is in compliance with MUTCD and ADA standards?
- Any changes in layout approved by FM?

Fog Seal Checklist:

- Proposed fog seal material conforms to the requirements of the specification?
- Work with the FM to confirm that sprinklers are turned off two days before work begins?
- Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
- Work with the FM to have trailers and miscellaneous equipment removed?
- Work with the FM to have the parking lot closed?
- Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
- Any needed patches have been marked and have been completed?
- Any needed crack repairs have been completed?
- Paint stripes and markings have been removed, if applicable?
  - The fog seal is completely dry prior to application of parking lot stripes, if applicable? Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat?
- Drains, manholes, etc. have been covered and protected; uncovered upon project completion?
- Oil and grease spots have been treated with oil spot primer, and allowed to dry completely prior to placement of fog seal?
- The parking lot is completely clean and dry prior to installation of chip seal?
- The proper fog seal coverage rate, per specifications and manufacturer requirements has been applied?
- Edges, gutters, and drains have been kept clean and spills or messes cleaned up?
- Parking lot stall and ADA stall signage is in compliance with MUTCD and ADA standards?
- Any changes in layout approved by FM?
Penetrating Seal Checklist:

☐ Proposed penetrating seal material conforms to the requirements of the specification?
☐ Work with the FM to confirm that sprinklers are turned off two days before work begins?
☐ Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
☐ Work with the FM to have trailers and miscellaneous equipment removed?
☐ Work with the FM to have the parking lot closed?
☐ Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
☐ Any needed patches have been marked and have been completed?
☐ Any needed crack repairs have been completed?
☐ Paint stripes and markings have been removed, if applicable?
☐ Penetrating seal is completely dry prior to application of parking lot stripes, if applicable? Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat.
☐ Drains, manholes and so forth have been covered and protected; uncovered upon project completion or work?
☐ Oil and grease spots have been treated with oil spot primer, and allowed to dry completely prior to placement of the penetrating seal?
☐ The parking lot is completely clean and dry prior to installation of penetrating seal?
☐ The proper coverage rate, per specifications and manufacturer requirements, of penetrating seal has been applied?
☐ The installation of the penetrating seal is per the specifications and manufacturer requirements?
☐ Edges, gutters, and drains have been kept clean and spills or messes cleaned up?
☐ Parking lot stall and ADA stall signage is in compliance with MUTCD and ADA standards?
☐ Any changes in layout approved by FM?

Slurry Seal Checklist:

☐ Proposed slurry seal material, and thickness, conforms to the requirements of the specification?
☐ Work with the FM to confirm that sprinklers are turned off two days before work begins?
☐ Work with the FM to confirm that sprinklers are turned off for two days after completion of work?
☐ Work with the FM to have trailers and miscellaneous equipment removed?
☐ Work with the FM to have the parking lot closed?
☐ Confirm temperatures are acceptable per the specifications? Check temperature and rain forecast?
☐ Any needed patches have been marked and have been completed?
☐ Any needed crack repairs have been completed?
☐ Paint stripes and markings have been removed, if applicable?
☐ The slurry seal is completely dry prior to application of parking lot stripes, if applicable? Paint, if applicable, is in compliance with Owner specifications. Apply two (2) separate coats of paint with first coat being 100 percent dry prior to second coat.
☐ Drains, manholes, etc. have been covered and protected; uncovered upon project completion?
☐ Oil and grease spots have been treated with oil spot primer, and allowed to dry completely prior to placement of slurry seal?
☐ The parking lot is completely clean and dry prior to installation of slurry seal?
☐ Confirm machine calibration for mix design?
☐ The proper slurry seal coverage rate is per the specifications and manufacturer requirements?
☐ The slurry seal was rolled?
☐ Edges, gutters, and drains have been kept clean and spills or messes cleaned up?
☐ Parking lot stall and ADA stall signage is in compliance with MUTCD and ADA standards?
☐ Any changes in layout approved by FM?
Post-Construction Checklist:

- Any and all tape and protective covers (drains, manholes, etc.) removed?
- Remove debris, clean any spills and clean up stock pile if applicable.
- Any fog seal, emulsion seal, slurry seal or oil spills removed from curbs, gutters.
- All overspray, footprints and/or splashes reported and cleaned up.
- Any oil spills or other messes cleaned up.
- Dirt and debris cleaned from sidewalks.
- All debris and spills in gutters cleaned.
- All debris and spills in parking lot cleaned.
- All debris, dirt and spills on lawn cleaned.
- Tools, equipment, cones and barricades removed.
- Striping completed correctly.
- FM notified of completion status and invited to post project walkthrough.
- ‘Punch list’ items completed.
- Follow up with customer on concerns. Are they satisfied?
- Amount of material applied provided to FM as per specifications.

On a scale of 1-5, with 5 being the best, how would you, the contractor, rate your own job performance?

End of Checklists for Contractor