

PROJECT CONTROL DOCUMENT

Project Document Request Checklist

Fillable intake checklist for owner, GC, agency, and consultant coordination.

Use this form to request and track documents needed before SoCal Removal confirms scope, schedule, pricing, permits, notifications, insurance requirements, or contract documents.

Project / Reference

Requested By

Phone

Date

Site Address

Company / Agency

Email

SoCal Removal Contact

CHECKLIST ITEM

NEED

RECV

N/A

PROJECT IDENTIFICATION

Site address, parcel/building/unit information, and nearest cross streets.

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Owner, property manager, tenant, GC, agency, and billing contact information.

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Occupied, vacant, emergency, insurance, public works, or bid-stage status.

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Photos, videos, floor plans, site map, marked-up scope, or walkthrough notes.

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SCOPE AND CONTRACT DOCUMENTS

Plans, specifications, bid forms, addenda, exhibits, allowances, or alternates.

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Written scope narrative identifying demolition, abatement, hauling, disposal, or site-prep work.

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Existing proposal, purchase order, subcontract, work order, or owner authorization.

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Known exclusions, by-others work, owner-furnished work, and sequencing requirements.

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SITE, SAFETY, AND ADMINISTRATIVE

Parking, loading, bin placement, truck route, staging, elevator, and working-hour restrictions.

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Utility shutoffs, utility markings, lockout requirements, and fire/life-safety restrictions.

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Asbestos, lead, mold, PCB, mercury, silica, soil, or hazardous-material reports, if available.

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Insurance wording, endorsements, owner/agency forms, bonding, DIR, payroll, tax, and closeout requirements.

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Notes / Action Items

REVIEWED BY

DATE

SoCal Removal is a licensed contractor and does not perform environmental testing or consulting. Project-specific signed documents control.