

PROJECT CONTROL DOCUMENT

Public Works And Agency Submittal Checklist

Fillable checklist for bid, award, pre-work, field reporting, and closeout submittals.

Use this form to organize city, county, school, state, utility, and agency project documentation. Project specifications and agency instructions control required submittals.

Project / Reference	Site Address
Requested By	Company / Agency
Phone	Email
Date	SoCal Removal Contact

CHECKLIST ITEM	REQ	SUB	N/A
BID AND AWARD DOCUMENTS			
Solicitation, plans, specifications, addenda, site-walk notes, bid forms, allowances, and alternates.	☐	☐	☐
License classifications, DIR registration, insurance, bonding, subcontractor listing, and qualification requirements.	☐	☐	☐
Prevailing wage, certified payroll, labor compliance, apprenticeship, DVBE/SBE/DBE, or local-hire requirements.	☐	☐	☐
Contract, notice to proceed, purchase order, owner authorization, and required agency acknowledgments.	☐	☐	☐
PRE-WORK SUBMITTALS			
Site-specific safety plan, hazard communication, emergency contacts, SDS, and required orientations.	☐	☐	☐
Demolition plan, abatement plan, traffic control plan, dust/noise controls, haul route, and staging plan.	☐	☐	☐
Regulatory notices, permits, hazardous-material reports, waste profiles, disposal facilities, and recycling plan.	☐	☐	☐
Equipment list, superintendent contact, daily reporting method, inspection hold points, and photo requirements.	☐	☐	☐
FIELD RECORDS AND CLOSEOUT			
Daily reports, manpower/equipment logs, photos, inspections, RFIs, field directives, and meeting notes.	☐	☐	☐
Certified payroll, fringe documentation, subcontractor payrolls, labor compliance notices, and restitution records if any.	☐	☐	☐
Weight tickets, manifests, disposal receipts, recycling records, change orders, and quantity reconciliation.	☐	☐	☐
Final disposal documents, recycling report, punch list completion, lien releases, final invoice backup, and closeout transmittal.	☐	☐	☐

Notes / Action Items

REVIEWED BY	DATE

Public works documentation should be controlled by project file. Do not publish project-specific agency packets as generic website downloads.