

CONCRETE FLATWORK
Job Ready Checklist

This list is to be reviewed by the Builder/Superintendent to verify that the job site is ready for the Trade Contractor to arrive and begin work.

Check box
when complete

- Permit card clearly posted.
- Full accessibility to house established.
- Silt fence is in place.
- Readable sign identifying lot number is in place.
- Rough grade has been established + or - 2".
- All underground utilities are complete
- Water meter and sewer cleanout are visible
- Septic tank is marked
- Layout is marked

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company name: _____

Site Address: _____

ADDENDUM TO THE TRADE CONTRACTOR AGREEMENT

Scopes of Work - Concrete Flatwork

Form Drive/Walk:

- Builder has verified the completion of the Job Ready Checklist for Concrete Flatwork.
- Perform all work within the guidelines specified in the contract, applicable building codes, and the *Homeowner's Handbook* (or applicable warranty program of the builder).
- All work to be completed in a manner that respects the efforts and materials of other Trades.
- Verify the following details with the Builder on-site:
 - Location of lot lines
 - Layout and width of driveway and walkways
 - Elevation of the walkway at the stoop tie in
 - Location of step if required
 - Driveway tie-in to the curb
 - Drainage requirements
 - Driveway apron requirements
 - Public sidewalk location and width
 - Expansion joint requirements
 - Utility or irrigation sleeve requirements
- Install and brace forms to maintain straight edges or fluid curves where necessary.
- Level subgrade as needed to insure a finished slab thickness tolerance between 3 ½" – 4 ¼".
- Slope all concrete surfaces away from the house to insure a fall of 6" from finished floor in 10'.
- Install expansion joints (1x4 pressure treated [.40] lumber) in the driveway so that no area is greater than 200 sf.
- Install expansion joints in walkways a maximum of every 12 linear feet and wherever there is a change of direction or two sections intersect.
- All exit doors should have a stoop of the width of the door that extends 3'.
- A minimum of a 3' x 3' stoop should be poured below deck stair stringers. Stringers should not be encased in concrete.

Pour Drive/Walk:

- The finish is a light broom finish with tooled edges.
- Tooled expansion joints must be a depth of 25% of the concrete thickness.
- Water should not stand or puddle on any surface.
- Remove all forms within 24 hours and stack material.

Contractor Initials: _____ **Builder Initials:** _____

Contractor Company Name: _____ **Builder Company Name:** _____

CONCRETE FLATWORK
Job Complete Checklist

This checklist is to be reviewed by both the Trade Contractor and the Builder/Superintendent to verify that the work has been completed according to the Scopes of Work.

Check box
when complete

TRADE BUILDER

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All forms removed and materials stacked. |
| <input type="checkbox"/> | <input type="checkbox"/> | All debris has been cleaned up and deposited in the designated area. |

Builder/Superintendent Signature: _____ **Date:** _____

Builder Company Name: _____

Trade Contractor Signature: _____ **Date:** _____

Trade Contractor Company Name: _____

Site Address: _____