

## GRADING – BACKFILL AND ROUGH *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

- Readable sign identifying the lot number is in place.
- Permit card clearly posted.
- Full accessibility to lot established, including a gravel driveway.
- Silt fence is in place.
- Property pins are in place, and marked or flagged.
- Selected trees have been tagged for saving and tree protection is in place.
- Lot specific plans have been provided to the Trade Contractor, including the locations of sewer/septic, buffers, easements, and elevations. Location of house has been clearly identified.
- Foundation wall, basement wall and/or retaining walls have been poured, and cured a minimum of 10 days.
- Waterproofing is complete. Wall drains are installed.
- Slab foundation has been poured.
- Water meters and septic tanks (if used) are clearly flagged.
- All construction debris and form materials around the foundation have been removed.
- Provide temporary access areas or roads as required for site clearing, grading and storm drainage.
- Builder has designated an area for dirt collection.
- Grading contractor has reviewed the site drainage plan with the Builder.
- Builder has informed the grading contractor of specific backfill elevation heights with consideration of final exterior finishes.
- Dumpster is on site, if applicable, or a designated area for trash disposal has been identified.

**Builder/Superintendent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder Company name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_



## ADDENDUM TO THE TRADE CONTRATOR AGREEMENT

### *Scopes of Work – Grading – Backfill and Rough*

- Builder has verified the completion of the Job Ready Checklist for Grading-Backfill and Rough Grade.
- Perform all work within the guidelines specified in the contract, applicable building codes, and the *Homeowner 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.
- Builder has reviewed lot-specific plans and elevations with the Trade Contractor, on site.
- Trade Contractor is responsible for calling “The call before you dig” hotline 1-800-632-4949, before starting any excavation.
- The Trade Contractor is responsible for protecting all sidewalks, curbs and streets from damage while grading is being completed.
- Do not damage or remove the sewer tap marker, water meter or underground cables.
- Caution should be used when backfilling the foundation to prevent damage to the foundation.
- Backfill only with clean material (no large stones, roots, limbs, construction trash or organic material).
- Backfill must be compacted with a mechanical device such as a loader or tamper.
- Care should be taken not to damage the waterproofing and drain tile. The end of the drain tile should remain exposed.
- Grade should be established to carry water away from the foundation to at least 6” of fall in 10’ from the foundation.
- Swales should be located as necessary to drain the lot, per the site drainage plan.
- Concentrated water should not be allowed to drain onto neighboring property unless a drainage easement has been provided.
- Leave a pile of dirt in a designated area to complete the final or hand grading.
- Driveway should not exceed 20% grade.
- Maintain all erosion control required by local codes, and as shown on the drawings.
- No slopes may exceed 2:1.
- In excessive fill areas, compaction testing should be performed in 6” lifts to a compaction of 95% by means of Standard Proctor.

**Contractor Initials:** \_\_\_\_\_ **Builder Initials:** \_\_\_\_\_

**Contractor Company Name:** \_\_\_\_\_ **Builder Company Name:** \_\_\_\_\_

*Scopes of Work Continued – Grading – Backfill and Rough*

- Trade Contractor shall repair all utility lines if damaged by the Trade Contractor.
- Take precautions not to damage property pins. Notify Builder of any property pins displaced as a result of grading operations.
- All trash and debris must be collected and deposited in the designated area.

**Contractor Initials:** \_\_\_\_\_

**Builder Initials:** \_\_\_\_\_

**Contractor Company Name:** \_\_\_\_\_

**Builder Company Name:** \_\_\_\_\_



# GRADING – BACKFILL AND ROUGH *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**

- Foundation is properly backfilled and undamaged or cracked.
- Waterproofing and drain tiles are not damaged.
- Backfill has been properly compacted. Excessive fill must be tested.
- Surface water drains according to the site drainage plan..
- Swales and rough grade have been executed in a manner so that final grade requires minimal time and additional dirt.
- Driveway does not exceed 20% grade.
- Property pins and benchmarks are in place.
- Streets are clean and free of dirt and debris.
- Litter and debris have 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:** \_\_\_\_\_