



# Sub-base Preparation Checklist

## Site Clearance & Excavation

Ensuring the site is clear of obstructions and excavated to the correct level for sub-base installation.

### Existing Site Conditions Description

Write something...

### Excavation Depth (meters)

Enter a number...

### Excavation Depth Variance Allowed (meters)

Enter a number...


### Obstructions Removed (Select all that apply)

- ☐ Vegetation
- ☐ Debris
- ☐ Topsoil
- ☐ Existing Utilities
- ☐ Rocks/Boulders
- ☐ Other

### Details of Utility Location and Protection (if applicable)

Write something...

### Site Clearance Photos (Before)

 Upload File

### Topsoil Stripping & Stockpiling - Method

- ☐ Stockpiled on Site
- ☐ Removed from Site
- ☐ Reused on Site

## Grading & Leveling

Establishing the correct slope and level of the excavated area prior to sub-base placement.

### Design Grade Elevation (m)

Enter a number...

### Existing Ground Level (m) - Average

Enter a number...

### Cut/Fill Depth (m) - Maximum

Enter a number...

### Leveling Method Used

- ☐ Laser Level
- ☐ Transit Level
- ☐ String Line
- ☐ Other

### Description of Leveling Procedure & Challenges Encountered

Write something...

### Grade Variance (m) - Maximum Acceptable

Enter a number...

### Surface Finish Required

- ☐ Smooth
- ☐ Rough
- ☐ As per specification

## GPS Coordinates of Leveling Points (Representative)

 [Set My Current Location](#)



## Geotextile Installation (if applicable)

Proper installation of geotextile fabric for separation and filtration purposes.

### Geotextile Type Specified?

☐ Yes

☐ No

### Geotextile Material Specification (e.g., Manufacturer, Grade)

Write something...

### Geotextile Overlap Width (meters)

Enter a number...

### Overlap Orientation (as per specification)

- ☐ Longitudinal
- ☐ Transverse
- ☐ As Specified

### Installation Method Used (e.g., Unrolled, Laid)

Write something...

### Check for Damage/Defects

- ☐ Tears
- ☐ Punctures
- ☐ Wrinkles
- ☐ Contamination
- ☐ None Observed

### Upload Photograph of Geotextile Installation

 Upload File

### Area of Geotextile Installed (m<sup>2</sup>)

Write something...

## Sub-base Material Delivery & Storage

Confirmation of correct material type, quantity, and proper on-site storage to prevent contamination.

### Material Type Confirmation

- ☐ Crushed Stone
- ☐ Recycled Aggregate
- ☐ Other (Specify Below)

### Specify Material Type (if 'Other')

Write something...

### Delivery Quantity (in tons/cubic meters)

Enter a number...

### Delivery Ticket/Receipt

 Upload File

### Material Condition Upon Delivery

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Notes on Material Condition

Write something...

## Storage Location

 [Set My Current Location](#)



## Storage Protection Measures

- ☐ Covered
- ☐ Contained (e.g., Stockpile Berm)
- ☐ None

# Sub-base Material Placement

Ensuring consistent material thickness and compaction during placement.

## Sub-base Layer Thickness (inches)

Enter a number...

## Area of Sub-base Installation (sq ft)

Enter a number...

### Material Type Verification

- ☐ Correct Material Specified
- ☐ Material Substitution Required - Documented
- ☐ Incorrect Material - Immediate Correction Needed


### Notes on Material Placement (e.g., specific issues, adjustments made)

Write something...

### Material Spread Consistency

- ☐ Consistent Spread
- ☐ Minor Variations
- ☐ Significant Variations - Corrective Action Required

### Photo Evidence of Material Placement

 Upload File

### Material Volume Placed (cu yd)

Enter a number...

### Date of Material Placement

Enter date...

## Sub-base Compaction

Achieving the required compaction levels according to project specifications.



### Initial Compaction Test Result (Density)

Enter a number...

### Target Compaction Density (%)

Enter a number...

### Number of Passes with Compaction Equipment

Enter a number...

### Compaction Equipment Type

- ☐ Plate Compactor
- ☐ Roller (Smooth Drum)
- ☐ Roller (Padded)
- ☐ Vibratory Roller
- ☐ Other

### Notes on Compaction Process (e.g., moisture control, problem areas)

Write something...

### Moisture Content (%) at Time of Compaction

Enter a number...

**Did compaction achieve target density?**

☐ Yes

☐ No

**Attach Compaction Test Reports**

 Upload File

**Compaction Supervisor Signature**

# Quality Control & Testing

Performing necessary tests to verify material properties and compaction levels.

**Moisture Content (%)**

Enter a number...

**Compaction Test Result (density ratio)**

Enter a number...

**Particle Size Distribution - % Passing 75µm (Sieve)**

Enter a number...

### Material Type Verified?

☐ Yes

☐ No

### Grading Certificate Received?

☐ Yes

☐ No

### Testing Date

Enter date...

### Comments/Observations

Write something...

### Attach Test Report (PDF)

 Upload File

## Final Inspection & Sign-off

Verifying all requirements are met and obtaining sign-off for sub-base preparation.

### Final Compaction Test Results (Proctor)

Enter a number...

### Final Level Variation (Maximum allowed)

Enter a number...

### Material Type Verified as per Specification?

☐ Yes

☐ No

### Any Observed Issues or Deviations?

Write something...

### Inspection Date

Enter date...

### Inspection Time

### Inspector Signature

### Sub-base preparation meets project requirements?

☐ Yes

☐ No