



Utilities Coordination Checklist

Pre-Construction Planning & Design

Activities related to identifying, planning, and designing for utilities before construction begins.

Define Project Utility Requirements

Write something...

Estimated Utility Load (kW/kVA)

Enter a number...


Utility Provider(s) Identified?

- ☐ Yes
- ☐ No
- ☐ Unknown

Target Date for Utility Coordination Plan Completion

Enter date...

Preliminary Site Utility Plans (if available)

 Upload File

Types of Utilities Involved (select all that apply)

- ☐ Electric
- ☐ Water
- ☐ Gas
- ☐ Sewer
- ☐ Telecommunications
- ☐ Stormwater
- ☐ Other (specify in Long Text)

Specify 'Other' Utilities (if selected)

Write something...

Utility Location & Verification

Focuses on accurately identifying and verifying the locations of existing utilities on-site.

Request for Utility Records Submitted?

- ☐ Yes
- ☐ No
- ☐ Pending


Date of Utility Record Request

Enter date...

Summary of Received Utility Records (e.g., Maps, Drawings, Reports)

Write something...

Upload Utility Record Drawings/Maps (PDF, DWG, etc.)

 Upload File

Type of Utility Location Verification Method Used?

- ☐ Utility Company Field Survey
- ☐ Ground Penetrating Radar (GPR)
- ☐ Pot Holing
- ☐ Existing Drawings Only
- ☐ Other

Details of Verification Method (if 'Other' selected above)

Write something...

Depth of Utilities Verified (feet/meters)

Enter a number...

Description of Any Discrepancies Found Between Records and Actual Location

Write something...

Resolution of Discrepancies Verified?

- ☐ Yes
- ☐ No
- ☐ Pending

Details of Resolution Method.

Write something...

Coordination with Utility Companies

Details the processes for communication and agreement with utility providers.

Initial Utility Company Contact Made?

- ☐ Yes
- ☐ No

Date of Initial Utility Company Contact

Enter date...

Summary of Initial Contact & Discussion Points

Write something...

Utility Company Representative Assigned?

☐ Yes

☐ No

Representative's Name

Write something...

Representative's Contact Information (Phone/Email)

Write something...


Requested Connection Capacity (e.g., kVA, gallons/minute)

Enter a number...

Description of Agreed-Upon Connection Points & Requirements

Write something...

Utility Company Provided Connection Diagrams/Specifications

 Upload File

Construction & Installation

Covers activities during the construction phase related to utility work.

Scheduled Utility Tie-in Date

Enter date...

Estimated Time for Utility Tie-in

Details of Utility Company Representative On-Site (Name, Contact Info)

Write something...

Utility Pressure/Voltage Readings (Before & After Tie-in)

Enter a number...

Utility Protection Measures Implemented (Select all that apply)

- ☐ Silt Fences
- ☐ Utility Marker Flags
- ☐ Excavation Shoring
- ☐ Bore Path Monitoring
- ☐ Other (Specify in Long Text)

Notes on any deviations from the approved Utility Installation Plan

Write something...

Photos/Videos of Utility Tie-in Process

 Upload File

Utility Tie-in Success?

- ☐ Yes
- ☐ No
- ☐ Partial

As-Built Documentation & Handover

Focuses on accurate record-keeping and transferring responsibility for the utilities.


Date of As-Built Survey Completion

Enter date...

Summary of Deviations from Original Plans

Write something...

As-Built Drawings (PDF)

 Upload File

Updated Utility Schedules (Excel/CSV)

 Upload File

Updated Utility Types Documented?

- ☐ Gas
- ☐ Water
- ☐ Electrical
- ☐ Telecom
- ☐ Sewer
- ☐ Other

Number of Revised Utility Records Created

Enter a number...

Description of any special handover instructions

Write something...

Handover Status

- ☐ Pending
- ☐ Completed
- ☐ Partial

Contractor Representative Signature

Client Representative Signature

Safety & Environmental Considerations

Addresses safety protocols and environmental protection measures related to utility work.

Identify Potential Environmental Impacts (e.g., soil erosion, water contamination)

- ☐ Soil Erosion
- ☐ Water Contamination
- ☐ Air Quality Degradation
- ☐ Noise Pollution
- ☐ Impacts to Vegetation
- ☐ Other (Specify in LONG_TEXT)

Specify 'Other' Environmental Impacts (if selected)

Write something...

Utility Company's Environmental Protection Plan Reviewed?

- ☐ Yes
- ☐ No
- ☐ N/A

Distance of work zone from sensitive environmental areas (e.g., wetlands, streams)

Enter a number...

Date of Environmental Risk Assessment

Enter date...

Confined Space Entry Permit Required for Utility Work?

- ☐ Yes
- ☐ No
- ☐ N/A

Upload Confined Space Entry Permits (if applicable)

 Upload File

Traffic Control Plan in Place for Utility Work?

- ☐ Yes
- ☐ No
- ☐ N/A

Describe Specific Safety Precautions for Utility Work (e.g., lockout/tagout procedures)

Write something...