



Owner's/Contractor's Pre-construction Checklist

The **SAFETY** of all passengers, employees, contractors and all those that have a purpose to be on the property of the Peninsula Corridor Joint Powers Board, commonly referred to as Caltrain (PCJPB) is the number one priority in determining the approval of a project.

The PCJPB currently has several major capital improvement programs under construction. In addition, there are numerous public third-party projects on the property which exhaust many of the available resources, including flagmen, watchmen and inspectors. It is therefore imperative that prior to approving a Site Specific Work Plan (SSWP) for projects on Caltrain property, **ALL** of the following conditions must be satisfied.

- Plans have been submitted and **approved**.
- Appropriate agreements have been **fully executed** by all parties. Caltrain will not execute an agreement until **all** the insurance required by the agreement has been submitted and approved. Carefully examine the insurance requirements in the agreement and forward exactly as outlined, **any deviation** will result in the agreement not being executed and the project delayed.
- **All** workers on Caltrain Property **must** annually have completed the Roadway Worker Protection training program and have evidence of the training. **All** safety equipment must be in compliance with the Roadway Workers Protection Training program and Caltrain Zero Tolerance Policy.
- A **Site Specific Work Plan** has been submitted and **approved**. The SSWP must be completed and faxed no later six weeks prior to the week of construction, **every week**, or it will **not** be considered. The approved SSWP **must** be available at the construction site and presented upon the request of an appropriate Caltrain representative.
- Satisfying the above conditions does not guarantee that the SSWP will be approved. Approvals will be based on the availability of the resources required to properly insure the safety of a project.

Caltrain is currently in the engineering stage of a proposal to electrify the peninsula corridor commute line. All projects will be analyzed as to their potential conflict with the construction of a catenary system. No aerial crossings will be permitted.

All correspondence, such as letters, agreements, insurance, checks, must be sent directly to Anthony Quicho, as addressed below, or the project will be delayed. **Always** use the JPB File Reference, a PC # ____ or a Job # ____ on correspondence.

For questions and/or clarification, please contact:
Anthony Quicho, Engineering and Construction Department
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