

# Request For Construction Staking

Charge No. \_\_\_\_\_ Project \_\_\_\_\_ File No. \_\_\_\_\_

To Be Filled in by Contractor – Include Sketch if Necessary						Staking Parameters					
Priority	Type of Staking (C&G, Storm Drain, etc.)	Stakes are		Location Line, Street, Item No. etc.	Date		Staking Limits		Staking Interval	Offset (Lt. or Rt.)	Grades to _____ (T/C, FL, etc.)
		Orig.	Reset		Area ready for stakes	Stakes will be used	Station	to Station			

Comments:

---



---



---

**Notes for Inspectors – See Back of form. Survey Section requires 48 hours advanced notice prior to the beginning of construction staking.**

Requested By: \_\_\_\_\_ (Contractor)      Date: \_\_\_\_\_

Received By: \_\_\_\_\_ (Resident Eng.)      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Completed By: \_\_\_\_\_ (Party Chief)      Date: \_\_\_\_\_

## **Notes for Inspectors**

### **Taken from the Public Works Survey Section Procedure Manual**

#### **Construction Staking**

Construction staking work orders are initiated by the contractor by completing a Request for Construction Staking form. This form is submitted to the project inspector. The project inspector has the responsibility to screen the request for:

Relevancy: Is the request appropriate and timely?

Site preparedness: Is the staking site cleared of obstructions, debris, and equipment?

Scope of work: Is the request clearly defined including offsets, staking interval, and limits?

Date work needed: Is the lead time reasonable?

Upon approval by the project inspector, the work is then submitted to the Survey Associate for scheduling. The Survey Section construction workload at the time will affect the completion of the requested staking. However, every effort will be made to complete the staking request within two working days.