

Conceptual Workspace and Workspace Management Plans - Checklist

City of Waterloo Engineering Services Division

Use this list to ensure that your **Conceptual Workspace Management Plan** is complete to allow efficient review by City Staff.

The Conceptual Workspace Management Plan along with this checklist must also be used by the selected general contractor when preparing the final **Workspace Management Plan** required for Building Permit Issuance.

If a particular requirement is not applicable, include a brief explanation in the remarks column. Submit this form with your application. Note that more than one drawing may be necessary if the project consists of multiple phases.

General Plan Requirements

Description	Remarks
Project name and overview including development type	
Location map	
Legend	
Seal and signature of Professional Engineer	
Property limits and right-of-way surveyed and indicated	
Locations of all utilities and easements	
Show all existing and proposed improvements	
Drawings are to scale (metric)	

Workspace Management

For Conceptual Workspace Management Plans, if the items below are not known, ensure all applicable items are covered schematically and include notes providing direction to the General Contractor to ensure they cover them off in their Workspace Management Plan which is required prior to Building Permit Issuance.

Locations of all site facilities including but not limited to: trailers, material storage, site toilet, access points, gates, security, ingress/egress operations, emergency parking etc.	
Locations of material stockpiles	
Designated area for unloading of materials including hoisting area	
Proposal on managing and staging concrete trucks	
Construction parking details	
Emergency vehicle access	
Locations of cranes (if applicable) with live load and counter weight swing limits	
Construction Notes and Details	
Haul route map	
On-site construction traffic flow	
Traffic control plan based on Ontario Traffic Manual (OTM) Book 7	
Notation on drawing referencing the accepted Traffic Plan approved by City of Waterloo Transportation Services, and copy must be maintained onsite at all times.	
Notation that the municipal sidewalk will remain until it is replaced and must always be accessible	
Illustrate how pedestrians and cyclists will be rerouted to avoid construction.	
Illustrate traffic control at the construction entrance/exit	
Notation that property line is to be identified prior to clearing the site and protective fencing is to be placed behind the property line. Public Way Protection to comply with Ontario Health and Safety Act and Regulations for Construction Projects O.reg. 213/91 s.64 and s.65	
Notation that all work and equipment is to be maintained within the site and that the City the right-of-way is not to be occupied **	
Notation that street sweeping & dust control to be conducted daily or as required by the contractor.	
Notation that the contractor is responsible for winter maintenance of the municipal sidewalk(s) adjacent to the site for the duration of construction.	
Notation of signage required for the site identifying the owner, consultant, and engineer and contractor, complete with 24 hour emergency contact information	

Sediment and Erosion Controls

Drainage and erosion control plan	
Site Fence and Detail	
Vehicle tracking controls (mud mad, etc.)	
Catchbasin protection on site and in the municipal road	

Vegetation Protection

Tree and natural resource protection measures	
Tree dripline protection zones delineated	
Stabilization plan for phased or interim conditions	

Documentation Requirements

Only required for Contractor's Workspace Management Plan

Intended public notification plan	
Notation on plan with project contact list with names & numbers for General Contractor, Subcontractors for road servicing & on-site servicing, Consultant's inspector etc.	
Construction schedule with item details	
Delivery schedules, phasing of construction, timing plans including estimated dates for road closures and/or lane reduction	

**** Note - the use of a City right-of-way requires a Road Occupancy Permit from City of Waterloo Transportation Services**

03-May-23