

# Construction Project Daily Maintenance Checklist

In order to minimize the impacts of construction projects on the Beverly Hills community, the Building and Safety Division of the City of Beverly Hills provides the following checklist to assist contractors in maintaining a jobsite. This weekly checklist allows contractors to easily keep track of ongoing construction requirements, as outlined in the Beverly Hills Municipal Code. A responsible party for each job site shall note compliance of the items listed on a daily basis, and keep the records of each week on site for the duration of construction. The list shall be accessible and available to the project inspector as requested.

**Permit Number:** BS \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Name & Phone Number of Responsible Party:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_-

**INSTRUCTIONS:** Check items off daily if compliance was achieved in the respective categories. Leave the box blank if compliance was not achieved, and fill in not applicable (N/A) if the item does not apply.

ITEM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>DATE:</b>					
Proper construction work hours observed					
Public right-of-way is maintained and kept clean					
City, native, and historical trees protected and screened					
Construction fence maintained					
Notice of demolition/construction signs maintained					
Temporary water source available and dust controlled					
Construction toilet in proper location, screened if necessary					
No construction company signs on site (advertising)					
Excess trash removed from jobsite					
Construction debris removed/maintained in a safe manner					
Open excavations/swimming pools secured					
City noise ordinance observed					
Construction parking plan adhered to					
No construction parking on street					
Job site secured during non-construction hours					
Plans, permits, and inspection card on site at all times					
Storm & waste water ordinance observed					
No unloading/dumping on public right-of-way					
<b>INITIALS OF RESPONSIBLE PARTY</b>					

DAY	DAILY NOTES, COMMENTS, ETC...
<b>MON</b>	
<b>TUES</b>	
<b>WED</b>	
<b>THURS</b>	
<b>FRI</b>	

For additional form copies and information, visit [www.beverlyhills.org/construction](http://www.beverlyhills.org/construction)