

## **SRA ROAD COMMITTEE** **CHECKLIST**

This guideline is built based on many years of experience and should be used to increase the successful result of the road maintenance the SRA is charged with performing. Please update as the learning process continues.

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### **PREPARE FOR MAINTENANCE**

Pre Fall General Membership Meeting: Create proposal for the next Spring's road maintenance, and associated budget, based on the most recent standard approach and methodology approved by the SRA membership (current is Fall 2015). Include: culverts, ditch work, special grading or other needs.

**\*\*Special Note:** Water and insufficient drainage is the largest contributor to shortening the lifespan of the road surface. Be sure to plan, grade, slope so the road drains to the side of the road. The goal is to have the water run off the road surface as quickly as possible.

Fall General Membership Meeting: Proposal presentation, modification if needed, and membership approval.

Around February 1st the SRA Treasurer will have the amount collected to date from this years approved budget, in addition to any outstanding collections from previously approved budgets, for a total available for this particular round of road maintenance. Tentative Contractor and RA availability should be identified.

Around April 1st the Road Committee double checks the road conditions along the entire length of the road and makes any plan modifications based on major changes in road conditions from the original plan (total amount available to be spent remains the same)

Finalize maintenance dates. Late April through early May is normally the ideal target date to take advantage of natural moisture, and maximizes the amount of time the sun has to cure the road before the snow flies in the fall.

Finalize contractor equipment delivery

Grader

Roller

Water Truck

Trash Pump

Finalize RA delivery schedule

Email notification of dates and expected traffic delays to membership

Email call for Volunteers

Post notification of dates at bottom of hill (Don Baker-Sign)

Schedule volunteers

Potential volunteer positions:

Bottom of hill traffic control and truck ticket collections

Top of hill traffic control

Mill Hollow traffic control

## SRA ROAD COMMITTEE CHECKLIST

Tandem RA placement/guide  
Live Bottom RA placement/guide  
Roller operator  
Water Truck trash pump operator  
RA and Trucking summary sheet population and reporting  
Food/Water  
Parts/message runner

### EXECUTE MAINTENANCE

Verify equipment is on site  
Pre grade and prep sections being maintained

Verify RA leaving yard

Water road section prior to RA application unless the road is wet from natural moisture.

Traffic Control:

RA trucks arrive, close road from Dumpsters to Sunburst entrance. (use phone in package box to call volunteer at Sunburst entrance) Hold all traffic at both ends until 5 minutes after the trucks have dumped and are off the hill completely. This will allow the equipment to spread the RA to make it safe for vehicles to get past and for the safety of those working on the road.

For Tandems: (used on areas beyond “the hill”) Escort the truck to the area being maintained. IMPORTANT: Truck should have the tailgate chained for even spreading of material across the section being maintained. If short handed on volunteers, for each new load, leave an orange cone at the spot the driver is to start spreading material. Note: watch for overhead wires and obstructions while trucks are dumping.

For Live Bottoms: escort to the top of the hill turn around. Start dumping at topmost section to be maintained. Put enough material down to cover the road when spread, but not so much that the next truck in line can't get over the dumped material without damaging the truck. Most sections will require two applications from a live bottom truck (first one, then the next truck on top of that) before final grading watering and rolling. It is important to water and roll the dumped material before the next truck tries to come up the hill or the truck will get stuck in the fresh RA.

Either at the end of each day, or at each delivery, collect the yard tickets from each truck driver. That volunteer will be required to sign that you accepted the delivery of the material.

At the end of each day, summarize the tickets into a tracking spreadsheet (attached to this procedure).

If the RA is being delivered as part of a total tonnage order (in which trucking is included):

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Total the tonnage from each day, update the grand total for the week to date, compare that number to total tonnage expected and plan the remainder of the maintenance accordingly (i.e number of trucks, tandems or live bottoms, and number of trips per day)

If the RA is being charged separate from the trucking:

Perform the tonnage tracking from above, *and*

Estimate the trucking charges by load (hours per trip x \$ per hour). Log this on the back of each ticket and enter those amounts into a tracking spreadsheet (attached to this procedure)

Update the grand total estimate of trucking for the week to date, add to the grand total of asphalt costs to date, compare to total \$ available and plan the remainder of the maintenance accordingly.

### **CLOSE OUT MAINTENANCE**

Confirm end of work with Contractor

Confirm end of work with Oxford

Send expected contractor, RA, and other totals to SRA treasurer for reconciliation to bills when they are received.

Oxford and Contractor send bills to SRA address (treasurer will receive)

Verify SRA Treasurer has issued checks. Keep our contractors happy, we may want them to return!

Prepare a Maintenance Summary to present at the next SRA General Membership Meeting.

Update this procedure/checklist with any lessons learned or helpful tips