

JOBSITE APPEARANCE GUIDELINE

Whiting-Turner is very proud of our recognition and reputation in the construction industry and community at large. Our image to the community and industry is reflected by our project sites. Therefore, our jobsite appearance must reflect that pride and status. This 'Guideline' is designed to outline the basic expectations and give direction to that effort.

Setting up the jobsite is a project team effort and responsibility. The official 'Start-Up Package' from the Safety Department will provide much of the required documents to be posted as well as procedural information. Additionally, the project team is expected to set up, monitor and manage a project jobsite that reflects the professional image of Whiting-Turner.

Our jobsite appearance is seen in many ways. The physical elements to be focused upon are:

Construction Entrance

Jobsite Perimeter

Signage

Field Office Trailer

Path to Construction

Material Storage

As an additional tool to this written guideline, attached is a checklist to be used by each project team to manage their jobsite appearance. It shall be utilized to set up the project and to regularly check the above items for adherence.

CONSTRUCTION ENTRANCE:

The construction entrance may be the first and primary image of the jobsite. The entrance must be set up to reflect a neat and orderly appearance.

GATE or DOOR – installed professionally, hung plumb and straight, and operating correctly; Whiting-Turner sign posted on or adjacent to entrance; other required signage of 'Visitors', 'Hard Hats', 'Drug Free Work Zone', etc. installed plumb and level. Identify 'Construction Entrance' gate or door with sign.

ENTRANCE WAY – clear of all debris, with clean walk and/or drive path into jobsite; outside public sidewalk or street to be kept clean and clear of debris (monitored daily). Public streets and curb and gutters kept clean with regular sweeping.

PARKING – designated areas for workforce parking provided with signage. Informational signs posted if no parking allowed. All onsite parking must be configured in organized manner.

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JOBSITE PERIMETER:

The entire perimeter of jobsite must be maintained for appearance reasons. Adjacent properties and neighbors must view a clean and orderly jobsite and not be adversely impacted. It is preferable to have privacy screen installed on all permanent fencing that faces the public or neighboring properties. All fencing must be adequately braced. Entire perimeter must be maintained; weeds must be trimmed and trashed cleared on a minimum weekly basis. All fencing (and silt fence) must be maintained and repaired as necessary for appearance reasons.

FENCE – installed in professional manner (plumb and straight); signage installed on fence around entire perimeter indicating ‘Construction Area Keep Out’ and other appropriate warning signs. Signs are to be hung plumb and level. If privacy screening installed, fence is to be properly braced and screen material maintained in good condition.

TEMPORARY FENCE – refer to the Whiting-Turner ‘Project Fencing Procedure’. It is preferred that temporary fence not be used. However if required, temporary fence shall be erected in neat and straight manner; monitor daily for proper support, condition and for safety exposures.

SIGNAGE:

A Whiting-Turner sign shall be displayed on all projects. Small and/or existing building type projects may only require a smaller sign, however one must be displayed. Larger projects may be able to display more than one, or even a larger banner type sign if approved by the client. In all cases, the sign shall be installed in a secured manner (on independent posts, mounted on fence or on trailer, or on building) and be straight and level, and in good condition.

When project is on a larger campus type location, or within an occupied building, direction signs are to be posted with approval of client. Signage indicating where WT Field Office is located or how to contact WT personnel must be posted.

All signs are to be replaced when they are damaged. Whiting- Turner signs are available through the Baltimore Yard. All other signs are to be professionally constructed with the approved WT logo.

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FIELD OFFICE TRAILER:

Visitors to our jobsites most often will come to our field office, which is Whiting-Turner's professional work space on the project. As such, it must be set up and maintained accordingly. In cases where our field office is within an existing building or office space, the same requirements will apply.

EXTERIOR – all field office trailers must be set up in a sufficient and quality manner: blocked and tied down, plumb and level; installation of skirting around trailer is preferred in most cases. Properly constructed steps and landing for all doors to trailer. Appropriate signage identifying Project Superintendent and/or Management Office is to be installed. Area around trailer is to be kept free of accumulated material and all trash. Trash cans w/covers are to be placed in vicinity. Parking around trailer is to be done in an organized manner. Signs posted for parking area if needed.

INTERIOR – the interiors of field trailers must also be organized and kept neat and orderly. All paper documents (drawings, specs, RFI's, submittals, etc.) shall be organized and stored appropriately. Documents are to be kept utilizing file cabinets, 3-ring binders, hung storage bins, clip boards, hanging drawing racks, or similar.

Field Offices are to be kept free and clear of dirt and debris on a daily basis. Waste baskets emptied, coffee/microwave/food storage area kept clean, floor swept and or mopped regularly. If an indoor toilet is installed, it must be cleaned daily, and properly stocked with toilet paper, hand cleaner and towels.

PATH TO CONSTRUCTION:

In addition to the field office trailer and the construction entrance, a clear and clean path must be maintained to the 'construction zone'. A proper walk path for all visitors shall be maintained from the construction entrance to the trailer and again to the construction zone. This path may be stoned or paved, but must be kept clear of trash and stored material so that it is clear and does not become a 'mud path'. Proper signs posted to show designated 'Construction Entrance' to building structure or construction building 'zone'. Provide overhead protection to construction entrance when appropriate.

If outdoor portable toilets are utilized on site, a similar clear and clean path is to be maintained to them. Every attempt should be made to place portable toilets away from the perimeter. Toilets are to be cleaned on a regular basis, which may require at least two cleanings a week. Units are to be replaced when in poor condition.

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MATERIAL STORAGE:

Material storage on site must be kept in an orderly fashion. Attempts should be made to keep materials away from the perimeter when possible. It is the project team's responsibility to allocate proper storage space for each subcontractor and their materials. It is also the team's responsibility to enforce a neat and orderly fashion for that storage. If stored material becomes out of order, it must be corrected. Proper attention must ensure material is stacked neatly, in a safe manner, and is protected from damage by the weather or onsite equipment.

JOBSITE APPEARANCE CHECKLIST

(To be utilized for initial set up of project and reviewed on a regular/ continuous basis)

Job # _____

Date _____

Job Name _____

Superintendent _____

Construction Entrance	YES	NO	ACTION
1 Gate/ Door adequately constructed and installed			
2 Whiting-Turner & Visitor Information Signs in place (straight and level)			
3 Entrance clean and clear of debris			
4 Adjacent walk and/or drive clean and clear of debris			
5 Public street and curb and gutter maintained clean.			
6 Parking area designated with signs			

Jobsite Perimeter	YES	NO	ACTION
1 Fence adequately installed and secure (re: WT 'Project Fencing Procedure')			
2 Privacy screening in place and in good condition			
3 Perimeter clean and clear of all debris			
4 Silt fence secured and in good repair			
5 Construction warning signs posted along perimeter			

Signage	YES	NO	ACTION
1 Whiting-Turner sign displayed (Hung straight and level)			
2 Project information and direction signs posted			

Field Office Trailer - Exterior	YES	NO	ACTION
1 Trailer blocked and tied down adequately			
2 Skirting installed and maintained around trailer			
3 Properly constructed landing and step installed at each door			
4 Area around trailer clear of debris			
5 Trash cans with lids provided adjacent to trailer			
6 Parking at trailer organized properly with signs			

Field Office Trailer - Interior	YES	NO	ACTION
1 All documents appropriately organized and stored			
2 Trailer cleaned daily			
3 Waste containers in place and emptied daily			
4 Trailer bathroom kept clean and properly stocked			

Path to construction	YES	NO	ACTION
1 Clear and clean path from contraction Entrance to Trailer			
2 Clear and clean path from trailer to construction zone			
3 Construction entrance to building or construction zone identified with sign			

Material Storage	YES	NO	ACTION
1 Adequate and appropriate areas designated for each subcontractor and materials			
2 Material stored or stacked in organized way			
3 Stored materials protected from damage and weather			
4 Materials stored and protected per manufacture's requirements			

Project Specific Items :	YES	NO	ACTION
1 _____			
2 _____			
3 _____			
4 _____			