MSP Industries

Excavation and Site Work Checklist

Use this checklist to prepare a foundation, footing, driveway, grading, trenching, haulage, or site-support request. Project-specific drawings, engineering, permits, locates, inspections, and approvals remain with the responsible owner, contractor, designer, engineer, or authority.

Before requesting pricing or availability

- [ ] Site address, town, and access route
- [ ] Exact physical result needed: excavation, grade, trench, haul, backfill, or cleanup
- [ ] Current drawings, elevations, benchmarks, route sketch, or dimensions
- [ ] Approximate quantities, depths, widths, lengths, and material types
- [ ] Target start date, duration, and next-trade schedule
- [ ] Photos of access, gates, slopes, road tie-ins, work area, and overhead conditions
- [ ] Public and private utility locate status where excavation is involved
- [ ] Spoil, stockpile, export, granular, backfill, or delivery plan
- [ ] Contractor, inspector, designer, engineer, or project lead contact
- [ ] Desired next step: rough range, site visit, availability, or information

Before MSP arrives

- [ ] Access route is open, measured, and clear of vehicles and obstacles
- [ ] Work limits, property boundaries, sensitive areas, and hazards are identified
- [ ] Locates, permits, inspection timing, and protection requirements are coordinated
- [ ] Staging, spoil, export, material delivery, and loading areas are confirmed
- [ ] The next trade’s timing and required finished or rough condition are understood
- [ ] A decision-maker is available to review the work area at the start
- [ ] Any required traffic, shoring, fall-protection, or site-safety direction is supplied by the responsible project team

During the work

- [ ] Communicate soil, rock, groundwater, buried service, access, or quantity changes early

- [ ] Confirm scope, material, export, or grade changes before proceeding
- [ ] Keep the project contact informed about the next phase and site readiness
- [ ] Protect access and work areas according to the project’s safety direction

Before closeout

- [ ] Review what was excavated, graded, hauled, backfilled, repaired, or cleaned
- [ ] Confirm rough grades, tie-ins, access, staging, and remaining material
- [ ] Identify what remains for compaction, concrete, paving, landscaping, installation, or inspection
- [ ] Capture photos or notes required by the project team
- [ ] Confirm the next trade, inspection, or follow-up date

Bring with your inquiry

Send the exact location, dimensions, photos, current plans or route information, timing, access conditions, and material requirements through the contractor overflow inquiry path.

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