Spring 2007 - FFT Access Project Tracking Checklist

Use this checklist to determine key actions/decisions by Recipients and MOFR.

MR = MOFR REGION; MD = MOFR DISTRICT; CS = MOFR CONTRACTED SPECIALIST; RT = RECIPIENT

Project Element	N/A ?	Prof'l input required?	Done by [MR, MD, CS, RT]
PLANNING AND ADMINISTRATION			
Recipient Agreement in place, together with project budget estimate			RT
Proposed access map prepared and discussed with and submitted to MR and MD			RT
Provide stakeholder contact information to RT			MD
Stakeholder information sharing takes place, and results shared with MR/MD; request exemption letter from MD			RT
Issue exemption letter to RT			MD
Future use of roads determined, and results provided to RT and MR; establish long term roads as FSRs			MD
Carry out detailed inspections of roads and structures, locating potential work sites; initiate professional assessments; prepare road restoration plan			RT
Revisit information sharing process if required due to potential of earthworks excavation			RT
ROAD RESTORATION, MAINTENANCE AND USE			
Before commencing work and/or road use, provide 5 days notice to MD district manager (for compliance and enforcement)			RT
Before commencing work, provide 48 hours notice to community watershed purveyors			RT
Carry out road restoration work			RT
Inspect road restoration work; issue orders for remediation if necessary; prepare initial prescription for leaving the road in a self maintaining state			CS
Commence FFT project operations; advise MR of any structural maintenance issues; modify road use as required			RT
Carry out structural repairs		□ YES□ NO	RT
Conclude planting operations, and notify MR			RT
Carry out self maintaining road treatments			RT
Issue initial completion certificate to RT			CS
Once FFT access will no longer be required:			
Carry out final surface treatment, or			RT
Carry out road deactivation		□ YES□ NO	CS
Field inspection of RT road works after all FFT work is completed			MR (opt'l), MD, CS
Issue final completion certificate			CS