

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-1-71
STANDARD OPERATING PROCEDURES			Page 1 of 1
Subject: S.O.P. STAKING CURB, CURB AND GUTTER, SIDEWALKS, GUARD POSTS AND GUARDRAIL			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 1 S.O.P. NO. SA II-1-71 EFFECTIVE: October 15, 2000	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To Establish Uniform Procedures for Staking Curb, Curb and Gutter, Sidewalks, Guard Posts and Guardrail.

Stakes for curb, curb and gutter and/or sidewalk forms are to be set with an instrument, both for alignment and grade as shown on the plans. They should be set at full and half stations on tangents, twenty-five to fifty foot intervals on horizontal curves and not greater than 20 foot intervals on vertical curves. Curb returns and sidewalk radii will require special attention.

Except for instances where controls are established by existing construction, accurate alignment and grade correct to the nearest 0.01 foot is to be established using an offset line of tacked hubs generally behind the form line. Final position of the forms should be checked visually by sighting along the form from either direction. In the event pouring (concrete placement) is delayed appreciably, the forms should be thoroughly checked for line and grade prior to use.

A field book is to be maintained indicating a staking diagram for detached structures, with respect to centerline, and is to be used during placement, showing dates and locations of pours, staking party and initials of party(ies) making measurements for payment.

Guardrail and guard post locations will be indicated on the plans with special installation features indicated on standard sheets or other drawings.

Sufficient line stakes with tacks are to be set to establish the line and at intervals of or multiples of the required panel lengths. The point of beginning and ending of guardrail is given on the plans. For specific criteria see the standard sheets. Stakes may be graded for the top of rail or the bolt hole whichever is desired. Location of guardrail for signs, pier protection, etc., is generally specified on the plans or standard sheets. Check with the Contractor to determine his method of operation in order that the stake location will not conflict with the necessary positioning of his equipment, and to determine that he and the inspector thoroughly understand the information inscribed on the stakes.