

**GEOTECHNICAL ENGINEERING BUREAU  
RETAINING WALLS AND OTHER STRUCTURES CHECKLIST**

**PROJECT** \_\_\_\_\_ **DATE** \_\_\_\_\_ **ENGINEER** \_\_\_\_\_

**STRUCTURE INFORMATION**

- ☐ Have all the soil parameters (Cohesion, Angle of Internal Friction, Soil Unit Weight, and Sliding Friction Coefficient) been listed?
- ☐ Is an undercut needed due to soft or poor soils? If so, specify what the replacement material should be with.
- ☐ Will deep foundations be needed for very deep layers of soft/loose soils?
- ☐ Will waiting period(s) and stage construction be needed if the design wall pressure exceeds the maximum allowable bearing pressure? (Used only for MSE walls.)
- ☐ If groundwater is above footing elevations, have you set up drainage or a minimum 12-inch mat of MSE wall backfill material or other stone?
- ☐ Has the recommended bearing pressure been listed? (Except for tieback and soil nail walls.)
- ☐ Is temporary shoring needed to construct the wall or culvert footings?
- ☐ Have the wall or culvert footing elevations been plotted on the boring logs?
- ☐ Have you specified alternate wall types that may be suitable for the site?
- ☐ If global stability of the wall is an issue, have you investigated this?

**II. FILE INFORMATION: In addition to the complete report, the following must be included in the project file:**

- ☐ Original transmittal letter (from Bridge Office, District, etc.)
- ☐ Soil classification test results (if needed to verify soil types for removal or if piles are needed)
- ☐ Field logs
- ☐ Wall envelope layout sheet
- ☐ Retaining Wall and Other Structure Checklist
- ☐ Site photographs and or reconnaissance reports (if applicable)
- ☐ Previous site information, such as copies of old BFI or wall borings, etc.
- ☐ Site Map
- ☐ Lateral analysis for high-mast lighting foundations