

Excavation Checklist for Ditch Maintenance

Use this checklist prior to leaving the excavation site.			
Project name/description			
Project date			
✓	Activity	Reason	Notes
	Removed spoils	Prevent from entering ditch	
	Tarped load	Prevent spills	
	Ditch bottom and slopes are rounded	No vertical slopes or sharp edges	
	Front slope flatter than back slope	Safety	
	Same H/v ratio as original ditch design	Same carrying capacity of water	
	Culvert inverts the same as pre-maintenance	Reduce chance of head cut	
	Riprap at culvert ends	Erosion control	
	Excavated to original depth	Will match with culvert inverts	
	Slopes graded smooth, not compacted	Good seedbed preparation	
	Seeded, and seed has good soil contact	Establish vegetation for erosion control	
	Ditch blanketed or mulched	Erosion control	
	Blanket trenched at top of slope and stapled tightly	Water flows over top and doesn't erode soils under blanket	
	Blanket shingled in direction of water flow	Prevent water from flowing under blanket and eroding soils	
	No objects at toe of slope	Driving hazard	
	Reported problems	If needed	
	Cleaned equipment	If invasive plant concern	
	Picked up tools/supplies		
	Prepare reminder note to remove silt fence if used	Proper cleanup, remove potential hazard to wildlife	