



State of Oregon Department of Environmental Quality
Monthly Inspection Report

Contact: [Project Officer](#) or call 503-229-LOAN

The loan recipient submits this monthly inspection report, with original signatures, to the DEQ project officer.

Loan Recipient:

Date:

Project Name:

CWSRF Loan No.:

Inspector:

Phone:

Loan Recipient's
Representative:

Phone:

1. Contractor's Construction Progress
 - a. Percent of project completed
 - b. Attach construction schedule showing status of each construction element.
NOTE: Construction schedule should be updated whenever contractor's progress deviates by more than 5 percent from previously approved schedule.
2. Testing
 - a. Summarize all testing completed since Loan Recipient's last report to DEQ.

 - b. List all negative test results and discuss Loan Recipient's required corrective actions.
3. List Any Unresolved Construction Problems - including scheduling, testing, design changes, differing site conditions, equipment delivery, change order reviews, etc.

4. Compliance with Oregon Bureau of Labor and Industries and Davis-Bacon Act prevailing wage rates

Yes No

- a. If the total project cost is over \$100,000, do all contractors and subcontractors have a \$30,000 Public Works Bond filed with the Construction Contractors Board?
- b. Have all certified business enterprises qualifying for an exemption from the Public Works Bond requirement notified the Loan Recipient and the Prime Contractor?
- c. Are the relevant Davis-Bacon Act poster and wage determinations posted in plain view on the job site?
- d. Have contractor's weekly certified payroll reports been reviewed for compliance with Oregon BOLI and Davis-Bacon Act requirements?
- e. Have laborer interviews been conducted and documented since the last Monthly Inspection Report was submitted? At a minimum, interviews must be done at 30 percent, 60 percent and 90 percent of project completion.
- f. Weekly certified payrolls received from the contractors for the following weeks since the last Monthly Inspection Report was submitted: (List by payroll number and the dates pay period began and ended.)
- g. Correct prevailing wages have been paid and proof of certified payroll is retained in the Loan Recipient project file up to what date?
- h. Explain any compliance problems to date and any efforts to resolve them.

5. Disadvantaged Business Enterprise (DBE) Requirements

- a. When was the last DBE reporting form submitted to DEQ? (This form should be submitted in October for as long as the contractor is on site).
- b. Is a copy of [*Executive Order 11246, Requirements for Affirmative Action to Ensure Equal Employment Opportunity*](#), posted at the job site? (A copy of this document is included with the bid documents).

6. Other: Is project sign posted at job site?

Loan Recipient's Representative

Date

Title

Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.