

ESC Audit Binder Checklist

I. Mandatory ESC documents and information:

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| <input type="checkbox"/> ESC Field Manual | <input type="checkbox"/> Completed inspection records |
| <input type="checkbox"/> ESC Guidelines | <input type="checkbox"/> Drainage permit records |
| <input type="checkbox"/> ESC Approval letter | |
| <input type="checkbox"/> Drawings | |
| <input type="checkbox"/> Amendments | |

II. Site Specific:

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| <input type="checkbox"/> ESC Specifications |
| <input type="checkbox"/> Application |

III. Before an inspection:

1. Ensure that the most recent copy of the approved ESC reports and drawings will be available onsite for the day of the inspection.
2. Have the site ESC inspection records present for review.
3. Conduct a site inspection and confirm that best management practices have been installed and are operating as designed.
4. Repair any structures that have been noted as deficient in the last site inspection.
5. A minimum of five business days prior to the inspection, call your City of Calgary ESC Inspector or 3-1-1, and provide a site contact and any instructions required when visiting the construction site.

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