



Construction Site Best Practices

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

Page 1 of 5

Created: 5-03-18
Revised: 0-00-00

Construction sites can have a major effect on a neighborhood and the natural environment. To help mitigate these impacts, the City of Hayward requires contractors to comply with the construction site best practices included in this checklist. Please keep in mind that the procedures listed below are in addition to any conditions of approval tied to your specific project or development. **All conditions of approval must be followed.** If you have questions about any of these requirements, please don't hesitate to contact the City Building Official or the Building Inspector assigned to your project.

CHECKLIST

COORDINATION WITH THE CITY OF HAYWARD BUILDING DIVISION

- The contractor or developer shall provide general construction schedules to the Building Official and shall provide notice of any impactful procedures that will take place on or off the job site.

PUBLIC NOTIFICATION

- Construction teams shall provide a means of ample notification to surrounding neighborhoods and business owners that may be directly impacted by the ongoing construction. This may be accomplished by using social media, mailing, posting an information hotline, positing a link to a website or sending notifications to homeowner associations.
- The contact information for site management shall be posted in a conspicuous location on the exterior fence or entrance to the site. This information will allow surrounding homeowners or business owners to contact site management personnel if needed.

- See the Noise Control During Construction section for specific public notification requirements related to noise.

AUTHORIZED CONSTRUCTION HOURS

NOTE: Please see the specific conditions of approval for your project. Construction hours may be reduced in some cases. Also, your grading permit may have different time limitations than your building permit.

- Standard City Construction Hours are 7 a.m. to 7 p.m. Monday thru Saturday and 10 a.m. to 6 p.m. on Sundays and holidays. Work shall not take place outside of this timeframe. This includes the staging of or warming up equipment or movement of material or supplies. (Hayward Municipal Code CH 4 Article 1 SEC 4-1.03.4)

DUST CONTROL

Proper dust control shall be maintained by providing sufficient watering of sites. Dust shall be kept from spreading to surrounding areas and accumulating on adjacent walkways and public areas. All persons performing any grading or clearing shall take measures to control all dust caused by their grading or clearing activities. Dust control shall take the form of applying water or a dust palliative as necessary to contain dust on the work site. (Hayward Municipal Code CH10 Article 8 Sec 10-8.32 (g))

- Apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at construction sites, enclose, cover, water twice daily or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand, etc.).
- Any soil or earth material being imported or exported from the site shall be watered to prevent dust during transport.

NOISE CONTROL DURING CONSTRUCTION

The following control measures for construction and grading noise shall be adhered to, unless otherwise approved by the Planning Director and/or The City Building Official:

(Hayward Municipal Code CH 4 Article 1 SEC 4-1.03.4 and Policy)

- No individual device or piece of equipment shall produce a noise level exceeding eighty-three (83) dBA at (25) feet from the source. If the device or equipment is housed within a structure on the property, the measurement shall be made outside the structure at a distance as close as possible to twenty-five (25) feet from the equipment.
- The noise level at any point outside of the property plane shall not exceed eighty-six (86) dBA.
- Grading and construction equipment shall be properly muffled.
- Unnecessary idling of grading and construction equipment is prohibited.
- Stationary noise-generating construction equipment, such as compressors, shall be located as far as practical from occupied residential housing units.
- Applicant/developer shall designate a "noise disturbance coordinator" who will be responsible for responding to any local complaints about construction noise. **Letters shall be mailed to surrounding property owners and residents (within 200 feet of the project boundary) with this information.**

FENCING AND SECURING OF SITE

- All construction sites shall be adequately fenced and secured with appropriate signage warning against unwanted entry by unauthorized persons.
- All Fire Apparatus access points and roadways shall be maintained per the current California Fire Code, Chapter 5 and Appendix D. Gates shall be provided for emergency access for first responders.

STORM WATER RUNOFF MITIGATION

The developer shall be responsible to adhere to all aspects of the Storm Water Pollution Prevention Plan (SWPPP). Including, but not limited to the following:

- Install filter materials (such as sandbags, filter fabric, etc.) at the storm drain inlet nearest the downstream side of the project site prior to: 1) start of the rainy season; 2) site dewatering activities; or 3) street washing activities; and 4) saw cutting asphalt or concrete, or to retain any debris or dirt flowing into the City storm drain system. Filter materials shall be maintained and/or replaced as necessary to ensure effectiveness and prevent street flooding. Dispose of filter particles in the trash.
- Create a contained and covered area on the site for the storage of bags of cement, paints, flammables, oils, fertilizers, pesticides or any other materials used on the project site that have the potential for being discharged to the storm drain system through being windblown or in the event of a material spill.
- Never clean machinery, tools, brushes, etc., or rinse containers into a street, gutter, storm drain or stream. See "Building Maintenance/Remodeling" flyer for more information.
- Ensure that concrete/gunite supply trucks or concrete/plaster finishing operations do not discharge wash water into street gutters or drains.
- The applicant/developer shall immediately report any soil or water contamination noticed during construction to the City Fire Department Hazardous Materials Division, the Alameda County Department of Health and the Regional Water Quality Control Board.
- No site grading shall occur during the rainy season, between October 15 and April 15, unless approved erosion control measures are in place.
- Non-storm water discharges to the City storm sewer system is prohibited. Prohibited discharges include, but are not limited to the following: polluted cooling water, chlorinated or chloraminated swimming pool water, hazardous or toxic chemicals, grease, animal wastes, detergents, solvents, pesticides, herbicides, fertilizers, and dirt. All discharges of material other

than storm water must comply with a NPDES Permit issued for the discharge other than NPDES Permit No. CAS612008. (Hayward Municipal Code CH11 Article 5 SEC 11-5.19) (CEQA)

SITE, STREET and SIDEWALK HOUSEKEEPING

All construction sites shall maintain adequate housekeeping. This shall include adjacent streets and sidewalks to maintain the integrity of the neighborhood and ensure the safety of pedestrians and vehicular traffic.

- Construction debris shall be gathered on a regular basis and placed in a dumpster or other receptacle which is emptied or removed on a weekly basis. When appropriate, use tarps on the ground to collect fallen debris or splatters that could contribute to storm water pollution.
- All dirt, gravel, rubbish, refuse and green waste shall be removed from the sidewalk, street pavement and, storm drain system adjoining the project site. During wet weather, avoid driving vehicles off paved areas and other outdoor work.
- Stabilized construction entrances must be maintained at all times. Mud or debris shall not be tracked onto the street or sidewalk. Broom sweep the sidewalk and street pavement adjoining the project as often as necessary to keep it free of dust and debris. Caked mud shall be immediately scraped from the street or sidewalk.
- Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites.

(HMC CH11 Article 5 SEC 11-5.19) (CEQA)