

**COAA Contracts Committee  
Education Sub-Committee  
Scope Development Sub-Committee**

**Shared Services Draft  
Checklist**

Shared Services - Facilities	Contractor	Owner	Third Party	Comments
Install, renovate, relocate and demobilize:				
- construction management office complex(es)				
- lavatories				
<b>Contractors site office trailers</b>				
- storage facilities (such as tool cribs, PPE supplies, cleaning supplies, etc.)				
- warehouse				
- material off-loading				
- security shack(s)				
- brass alley (may be handled by camp)				
- security fencing				
- pedestrian - vehicle separation fencing				
- wash car(s)				
- kitchen(s) and lunch room(s)				
- medical/health trailer				
- access staircase(s)				
- general purpose lighting				
- site fuelling island				
<b>Site Maintenance</b>				
- centralized coordination (for reporting, logging and tracking)				
<b>Road maintenance – site access Road</b>				
<b>Road maintenance within site boundaries</b>				
<b>Gravel pit / stock pile maintenance</b>				
<b>Gravel supply and Trucking</b>				
- safety hazard remediation				
- snow removal/clearing, sanding/salting walkways and common areas				
- gravel supply and installation for pedestrian traffic routes				
- handrails, guardrails, etc.				
- electrical, plumbing and HVAC support				
- project light vehicle parking area				
- site visitor vehicle parking area				
- signage				
- preventative maintenance				
- minor repairs				
- waste bins				
- maintenance of lay-down areas				
<b>End of project clean up</b>				

<b>Site Utilities &amp; Fuel</b>				
- telephone system				
- electrical				
- fuel (propane, natural gas, gasoline, diesel, dyed-diesel, and lubricants)				
- potable water				
- utility water – <b>supply, hauling &amp; bottled water supply</b>				
- sewer and contaminated water disposal				
- temporary lighting				
- IT infrastructure				
<b>Construction Management Site Office</b>				
<b>Provision of photocopiers / telephones</b>				
<b>Provision of IT services to site office trailers</b>				
- janitorial (cleaning, sanitizing, mopping, garbage collection, recycling, dusting, replenishment of soaps, paper products, etc.)				
- trash & waste removal				
- lavatory cleaning and maintenance				
- furniture moves (and removal of damaged furniture)				
- office accoutrements (shelving, whiteboards, corkboards, notice boards, hooks, etc.)				
- building repair and maintenance (ceilings, roof, stairs, walls, windows, floors, etc.)				
- office supplies and stationery				
- coffee equipment & supplies (cups, coffee, tea, hot chocolate, hot water, milk/cream, sugar & sweeteners, stir sticks, etc.)				
<b>Construction Support</b>				
- site security, surveillance and all control devices (CCTV, swipe cards, fobs, id cards, readers, vehicle identification cards, fuel control cards, etc.)				
- coordination of major deliveries				
- coordination of couriers (in- and out-bound)				
- coordination of hot-shot deliveries				
- coordination of site visitors				
- mail pick-up, delivery and handling				
- warehouse operation (unless this is handled by Supply Chain)				

<b>Shared Services - People Logistics</b>	<b>Contractor</b>	<b>Owner</b>	<b>Third Party</b>	<b>Comments</b>
<b>Camp</b>				
- camp accommodations				
- recreational facilities (and bar if appropriate)				
- kitchen and dining areas				
- laundry				

- storage area for personal kit during turnarounds				
- parking facilities for project personnel vehicles, motor homes, guest vehicles, etc.				
<b>Safety training on site</b>				
<b>Pre access testing (if applicable)</b>				
<b>Transportation - round-trip</b>				
- air travel for mobilization, demobilization and rotations				
- bussing - airport to camp				
- bussing - camp to work site				
- bussing - camp to local municipality (such as for after-hours leisure time)				
- bussing - special requirements (e.g. Owner staff site tours)				
<b>Transportation - Project Vehicles Supply</b>				
- project vehicles (light duty trucks, 4x4s, SUVs, autos, etc.)				
- project off-road use transportation (Argos, quads, side-by-sides, etc.)				

<b>Shared Services - Vehicles &amp; Equipment Management</b>	<b>Contractor</b>	<b>Owner</b>	<b>Third Party</b>	<b>Comments</b>
- project vehicles maintenance and repair				
- telematics for project vehicles and equipment				
- vehicle and equipment fuelling				