Title: Work Plan Outline

Revision No. 000

DATE: 17 APR 2026

Applicable Forms:

Use/Relationship: Designer of Record (DOR) /Contractor shall use this outline to develop the Work Plan. The Work Plan will be used to describe the goals, methods, procedures, and personnel used in small and minor projects awarded by the Facilities Repair and Renewal Program.

Requirements:

1. Work Plans shall be submitted in electronic format as directed in each Task Order. Pages shall be sequentially numbered. Data and drawings shall be of engineering quality with sufficient detail to show interrelations of major features as applicable. All attachments and appendices shall be identified and referenced in the text of the plan and conveyed within the Table of Contents. The Table of Contents shall contain a list of Acronyms or Abbreviations used within the document. The plan shall be legible and suitable for reproduction, in both digital and print format.

The Work Plan shall be separated by Sections and numbered sequentially. Within each Section, the paragraphs shall be numbered sequentially starting with the Section number and using a decimal system, with each Section and paragraph having a unique decimal designation. Within each Section, any figures, tables, and charts shall also be numbered sequentially starting with the respective Section number.

A title sheet will be provided on the front of the Work Plan which includes the name of the project (site), contractor's name and address, the Corps of Engineers' contract number, Task Order number (if applicable), and project number, the date of the plan, and the title of the plan. The contractor's name/logo shall not dominate the title sheet. The Corporate Quality Management representative shall sign the title sheet. The version of the work plan (i.e., draft, final, etc.) shall be clearly identified on the title sheet.

When revisions to the work plan are required, a dated summary page listing all revised pages shall be submitted with each revision. This summary page shall be identified as such and placed directly behind the title page. All revisions to the Work Plan shall be highlighted in yellow and the text bolded to match the information shown in the summary changes page.

2. Work Plan Outline - Sections, or appendices not used for a specific project shall be marked: "Not required for this project." However, the correct section or appendices placeholder shall be left within the document for reference.

Section 1 - Introduction. At a minimum the following information shall be included:

- **a.** Project Title (Contract No., Delivery Order No., etc.) A copy of the actual award PWS and any Modification will be shown in Appendix A – Statement of Work
- **b.** General Information deemed appropriate by the contractor.
- **c.** Site(s) Location and description(s)

Section 2 - Project Management Plan

a. Organization Chart (Home Office and Field) for this project

b. Personnel – Duties and Responsibilities

c. Program Manager (Home Office)

d. Project Manager (Home Office)

e. Project Manager/Superintendent (Project Site)

f. Health and Safety Officer (Home or Project Site)

g. Contractor Quality Control Officer (Home or Project Site)

h. Project Management Team – Contact Information

i. Resumes for Superintendent/SSHO/CQC and alternates with appropriate training certifications

Section 3 - Physical Security and Visitor Control

a. Installation access requirements for personnel

b. Approved gates/routes

c. Vetting of all employees for background checks

Section 4 - Description of the Work

a. Brief detailed sequence of work and work processes; including overall plan and detail drawings as applicable

b. Equipment and subcontractors

c. Permits required (if applicable) with NLT dates

Section 5 - Hazardous and Potentially Hazardous Material Removal

a. If applicable, list by Building/Structure Number and indicate Subcontractors, disposal facilities and locations, Asbestos Containing Materials (ACM) / Other Regulated Materials (ORM) quantities to be abated, NOI permit, certifications, etc. Provide brief description of expected means and methods to be employed.

Section 6 - Utility Disconnect, Cut, and Cap

Briefly list coordination and responsibility for the following actions (as applicable):

a. Electricity

b. Water

c. Sanitary Sewer

d. Natural Gas, Propane, or other Heating Fuels

e. Communications/Fire Alarm Systems

f. Cut and Cap plans and drawings

Section 7 - Demolition Activities

a. Provide brief description of expected means and methods to be employed

b. Provide brief Waste Management and Diversion Plan to include (at a minimum): Recycle facilities and locations, anticipated quantities by type of materials, haul routes, etc.

Section 8 - Site Restoration (if Applicable)

a. Provide brief description of expected means and methods to be employed

b. Materials: seed/sod, equipment, water requirements, etc. Finished condition of sites

Section 9 - References

Appendices. The work plan shall contain the following documents in the order shown as appendices:

Appendix A – Statement of Work and Modifications as Awarded with initial bid cost at NTP

Appendix B - Site Maps

Appendix C - Quality Control Plan Quality Control Personnel Resume(s) Letter Appointing CQC Personnel for this Project

Appendix D - Environmental Protection Plan (if Applicable)

Appendix E - Storm Water Pollution Prevention Plan (SWPPP) (if Applicable)

Appendix F - Project Schedule (as required per Division 01 Specifications)

Appendix G - Accident Prevention Plan

Appendix H - Existing Condition Project Photographs