



UPF SCAFFOLD REQUEST FORM

Work Package No.:

Task No.:

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Request Date:	Scaffold Tag Number:	
Required Date:		
Location: (include sketch as required)		
<input type="checkbox"/> BUILD	<input type="checkbox"/> MODIFY	<input type="checkbox"/> DISMANTLE
Description:		
Scaffold Erection Labor Cost Code:		
Required For: (scope/craft)		
Requested By: (print)	Approved By (S): (sign)	
Date Erected/Modified:		
Labor Hours:		
Date Dismantled:		
Labor Hours:		
Size/Volume:		
Comments:		
Scaffold Foreman: (print/sign)		Date:



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INSTRUCTIONS FOR COMPLETING THE SCAFFOLD REQUEST FORM

When a scaffold is required to be built, modified, or dismantled, the craft foreman/superintendent should initiate the scaffold request using the Scaffold Request Form. When prepared by the craft foreman, the discipline superintendent shall review and approve the request to ensure it is consistent with the project access strategy and ensure that the proper cost code is identified for charging of erection labor hours. In general, the Scaffold Request Form should be submitted at least **three working days** before the need dates to give the scaffold crews sufficient time for manpower and material planning.

The Scaffold Foreman / Scaffold Superintendent should fill out the bottom portion of the request once erection / dismantling is complete.

Entry	Description
To Be Filled Out by Requesting Foreman / Superintendent	
Request Date	Enter the date – completely filled out (month / day / year)
Scaffold Tag Number	Enter the unique scaffold number (i.e. area / unit / structure / or equipment). This number is to be filled out by the Scaffold Foreman / Superintendent.
Required Date	Enter the anticipated date the scaffold is required – completely filled out (month / day / year). If work is continuing around the clock, please specify shift (i.e. day-shift 4/15/04).
Location (include sketch as required)	Specify the location of the required scaffold. Be as specific as possible. Use area / unit / structure / equipment / position (i.e. north, south, east, west). If necessary, include a sketch.
Build / Modify / Dismantle	Check the appropriate scaffold request. Build – new scaffold, Modify – Change existing scaffold, Dismantle –remove scaffold.
Description	Enter a brief description of the scaffold requested. At a minimum the description should include work area (in ft ² or m ²) and the approximate elevation of the working deck (i.e. el. 760ft or 3m above TOC)
Required For	Enter a the work scope that is dependent upon the scaffold erection or modification (i.e. weld out valve TI-36 SG No. 1, assemble cable tray NE Wastewater Building)
To be Filled Out by Scaffold Foreman / Scaffold Superintendent	
Scaffold Erection Labor Cost Code	Enter the cost code for erecting the scaffold. If in question, check with S and/or Project Controls.



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INSTRUCTIONS FOR COMPLETING THE SCAFFOLD REQUEST FORM (continued)

To Be Filled Out by Requesting Foreman / Superintendent	
Requested By	Enter the name of the requestor along with the appropriate craft (i.e. Joe Smith, Pipefitters)
Approved By (S)	The S shall sign upon review of the form.
To Be Filled Out by Scaffold Foreman / Scaffold Superintendent	
Date Erected / Modified	Enter the date the scaffold was erected or modified. If the work was done over several days, specify range (i.e. 8/4/04 to 8/6/04). If multi-shift work is being conducted specify (i.e. day-shift 8/3/04 to night-shift 8/4/04).
Date Dismantled	Enter the date the scaffold was dismantled. If the work was done over several days, specify range (i.e. 8/4/04 to 8/6/04). If multi-shift work is being conducted specify (i.e. day-shift 8/3/04 to night-shift 8/4/04).
Size / Volume	Enter the size in volume (m^3 or ft^3) of the scaffold work whether it was modified or erected. Multiply the width by the length by the height to calculate the volume. Only input the volume the scaffold changed for manipulated scaffold.
Labor Hours	Enter the total number of man-hours for the erection / modification and dismantle of the scaffold (i.e. 20 hours – 4 men worked 5 hours)
Comments	Enter any pertinent comments (i.e. unexpected delays, change of plans, etc.)
Scaffold Foreman	The scaffold foreman is to print and sign his or her name.