

**Charleston Water System
Closeout Checklist – Water Main Extension**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

	Engineer Complete	CWS Complete	CWS Incomplete
Engineer's Letter of Certification			
Bacteriological sample test results			
Pressure test results			
Record drawings (5 hard copies)			
Valve cards (2 hard copies)			
Hydrostatic Flow Test results for all installed fire hydrants			
Digital AutoCAD submittal (record drawings, valve cards, dummy valve cards, easement plat, subdivision plat, coordinate table - ASCII file)			
Digital PDF submittal (record drawings, valve cards, dummy valve cards, easement plat, subdivision plat)			
Asset Inventory Worksheet			
Affidavit of Title			
Bill of Sale			
Maintenance Agreement			
Approved easement plat (6 hard copies)			
Recorded subdivision plat (1 hard copy)			
Easement Agreement			
10% Maintenance Agreement Bond			
Maintenance Agreement Final Inspection Fee			

Signatures (sign and date)

ENGINEER:	DATE:
CWS PARS:	DATE:
CWS INSPECTOR:	DATE: