

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

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer

Complete

CWS

Complete

Incomplete

Engineer's Letter of Certification			
Pressure test results (force mains)			
Low-pressure test results (gravity sewer)			
Mandrel test results (gravity sewer – if required)			
Manhole vacuum test results (gravity sewer – if required)			
Pump station drawdown test results			
Record drawings (5 hard copies)			
Valve cards (2 hard copies)			
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			
Affidavit for Transfer of Real Property (pump station)			
Affidavit for Exempt Transfer of Real Property (pump station)			
Title to Real Estate (pump station)			
Approved easement plat (6 hard copies)			
Recorded subdivision plat (1 hard copy)			
Easement Agreement			
Pump station operation and maintenance manuals (1 hard copy, 1 digital PDF)			
Pump station electric bill for account transfer (hard copy or digital PDF)			
10% Maintenance Agreement Bond			
Maintenance Agreement Final Inspection Fee			

Signatures (sign and date)

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