

**Charleston Water System
Valve Card Checklist - Water**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Compete

CWS
Complete Incomplete

CWS Project Name			
CWS Project #			
CWS Extension #			
Two (2) tie-down dimensions to all mains, bends, fittings, valves, hydrants, meters, etc. from centerline of street pavement, sewer manholes, storm drain box, power poles (include power pole number), etc. (perpendicular dimensions only in whole feet, no tenths)			
Tie-down dimension to the centerline of nearest recognized street or intersection			
Street Names			
Size and material of water mains, valves and fittings			
Concrete and asphalt pavements (sidewalks, driveways, streets, etc.)			
Rights-of-Way and Easements with widths (if applicable)			
Existing Utilities			
Private valves shown as open circles and labeled as "Private Valve" (example: PIV for unmetered fire services, do not list in the valve table)			
Valve boxes with tracer wire access shown as points and labeled as "Dummy Valve Box"			
Abandoned or removed assets			
North Arrow			
Existing Valve Card number (if applicable)			
Valve table information:			
Location			
Size			
Make (manufacturer/model)			
Type (gate, butterfly, tapping, control)			
Date set			
Number of turns - counted on site			
Opening (open left – OL, open right – OR)			
Dummy Valve Box			
Hydrant information:			
Manufacturer/model			

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Year			
Bury depth (depth is determined by probing to top of pipe and adding 6")			
Opening size and direction (open left – OL, open right – OR)			
Extension kit installed (include length of extension)			

NOTE: for reference use CWS detail drawing W-28 "Typical Valve Card" located in the Water Standard Construction Details.

Signatures (sign and date)

ENGINEER:	DATE:
CWS PARS/PARC:	DATE:
CWS INSPECTOR:	DATE: