

**Charleston Water System
Valve Card Checklist – Wastewater**

| | |
|----------------------|-------|
| PROJECT NAME: | |
| ENGINEERING FIRM: | |
| ENGINEERING CONTACT: | DATE: |

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

| CWS Project Name | | | |
|--|--|--|--|
| CWS Project # | | | |
| CWS Extension # | | | |
| Two (2) tie-down dimensions to all bends, fittings, valves, manholes, 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 sewer force mains, valves and fittings | | | |
| Concrete and asphalt pavements (sidewalks, driveways, streets, etc.) | | | |
| Rights-of-Way and Easements with widths (if applicable) | | | |
| Existing Utilities | | | |
| Abandoned or removed assets | | | |
| North Arrow | | | |
| Existing Valve Card number (if applicable) | | | |
| Direction of flow in sewer force main | | | |
| Label: wet well, dry well, electric box, vent, power poles, etc. | | | |
| Valve table information: | | | |
| Location | | | |
| Size | | | |
| Make (manufacturer/model) | | | |
| Type – valves shall be identified as follows: ARV – air release valve, CV - check valve, GV – gate valve, PV – plug valve, TWB – tracer wire box | | | |
| Date set | | | |
| Number of turns - counted on site | | | |
| Opening (open left – OL, open right – OR) | | | |

NOTE: for reference use CWS detail drawing WW-75 "Typical Valve Card" located in the Wastewater Standard Construction Details.

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Signatures (sign and date)

| | |
|----------------|-------|
| ENGINEER: | DATE: |
| CWS PARS: | DATE: |
| CWS INSPECTOR: | DATE: |