

CITY OF ST. JOSEPH - LAKE MICHIGAN SHORELINE
 WATER & SEWAGE TREATMENT AUTHORITY
 Water Main - Construction Checklist

Project Name: _____

Municipality: _____

Location: _____

Instructions for Use:

This form is to be initiated at the pre-construction meeting and shall be completed as construction progresses. A completed Construction Checklist form is a required item for approval to place water main in service. The review of this checklist, in its entirety, is required to be done by the project engineer at the pre-construction meeting and throughout construction.

Preliminary Details of Project.

The City of St. Joseph Water Department, the Authority Engineer, and the appropriate Township have been notified of the following items:

| Y | N | N/A | Checklist Item |
|---|---|-----|--|
| | | | The Owners Representative called the pre-construction meeting. |
| | | | The appropriate officials and agents have been provided written notice. |
| | | | Name and phone of Contractor.* |
| | | | Name and contact information of Job site foreman.* |
| | | | Name and contact information of the engineer's job site inspector.* |
| | | | A sub-contractors list has been submitted. |
| | | | Notified of project start date. |
| | | | A project schedule has been submitted. |
| | | | A list of materials suppliers has been provided. |
| | | | The staging area has been selected, permission for use has been granted. |
| | | | Miss dig has been called before any work has started. Reference#: |
| | | | Will any contractor need water for the project? |
| | | | If so has a permit been obtained from the City? |
| | | | The water main is properly placed in the right of way or center of the easement. |
| | | | All main placed a minimum of 5 feet from the edge of any sidewalk or roadway. |

*including 24 hour emergency contact numbers.

Main Valves and Vaults.

| Y | N | N/A | Checklist Item |
|---|---|-----|--|
| | | | All main valves are in vaults. (minimum 5' diameter) |
| | | | All covers labeled "Water". |
| | | | All valves; resilient wedge type. |
| | | | All valves; right hand to close. |
| | | | All main valves operable from the surface with a main wrench of reasonable length. |
| | | | All vault covers are at final grade. |
| | | | Three (3) valves at all "crosses". |
| | | | Two (2) valves at all "tees". |
| | | | Main to be marked with 4"x4" posts at bends, on 40' intervals for deflections, on 100' intervals for straight runs |
| | | | All main valves open after testing and/or completion of project. |

If any No's have been checked please attach a separate sheet to explain the reason.

Preparer's Signature: _____ Date: _____

Last Revision: August 3, 2006

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Fire Hydrants.

| Y | N | N/A | Checklist Item |
|---|---|-----|--|
| | | | All threads are NST. |
| | | | All operating nuts and caps are the correct size and type. |
| | | | All hydrants; right hand to close. |
| | | | All hydrants are properly painted: RED for Authority Area. |
| | | | All hydrant auxiliary valves at final grade and operable |
| | | | All hydrant auxiliary valves open prior to final testing. |
| | | | The break-away flanges on all hydrants, set at final grade |
| | | | Hydrant cap chains in place, where required |
| | | | The last fire hydrant on a cul de sac placed a minimum of 5 feet into the last lot to be served. |

Water Service Conduits.

| Y | N | N/A | Checklist Item |
|---|---|-----|---|
| | | | All conduits are installed in accordance to the plans. |
| | | | The conduits are constructed of 2" Schedule 40 PVC pipe. |
| | | | The conduits are buried at a depth between 4.5 ft and 5 feet |
| | | | The ends of the conduits extend a minimum of 4 feet from roadway. |
| | | | The conduits capped on both ends. |
| | | | The ends of the conduits marked with 2"x4" posts. |
| | | | All appropriate tie downs measured from two permanent surface features have been measured and recorded on the as-recorded drawings. |

If any No's have been checked please attach a separate sheet to explain the reason.

Resident Water Concerns.

| Y | N | N/A | Checklist Item |
|---|---|-----|---|
| | | | Have their been any water customer complaints associated with this project? |

Complaint procedures are:

- Contractor or inspector needs to notify the St. Joseph Water Plant immediately.
- Fill out customer complaint form.
- Follow-up customer to ensure issue properly resolved.

All customer complaint forms must accompany this checklist.

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Main Disinfecting and Bacteriological Testing.

| Y | N | N/A | Checklist Item |
|---|---|-----|---|
| | | | The main disinfecting and bacteriological testing procedure listed below was properly followed. |

- The sampling site selection process is completed with the St. Joseph Water Plant.
- The Water Plant is notified by telephone every time filling or flushing is done.
- During testing all valves to the present water system are closed with no back flow allowed.
- The contractor will notify the St. Joseph Water Plant whether the entire project will be pressure and bacteriologically tested all at once or in sections.
- The pressure-testing log must be properly taken and witnessed.
- The disinfectant must be properly applied and in place for 24 hours.
- The disinfectant must be properly flushed from the new main and only clear City quality tap water left.
- The Water Plant or Water Department must be given sufficient notice to start testing.
- There must be an appropriate, clean and sanitary sampling station at each site selected in the sampling plan.
- The contractor has a representative to assist in the sampling process.
- The contractor must supply all of the necessary tools for sampling.
- Two (2) consecutive samples must be taken a minimum of 16-24 hours apart.
- Once an All Clear for bacteriological is communicated all the valves must be re-opened.
- If a failure is detected the contractor will abide by the appropriate re-sample guidelines set by the St. Joseph Water Plant or Water Department.
- An employee of the contractor must complete the Bacteriological Testing form.

If No has been checked please attach a separate sheet to explain the reason procedures were not / could not be followed.

Preparer's Signature: _____ Date: _____

Last Revision: August 3, 2006