

DCWS Close-Out Submittal Checklist

PLEASE INCLUDE THIS CHECKLIST AND THE FOLLOWING ITEMS WHEN SUBMITTING A CLOSE-OUT PACKAGE TO DCWS.

All items are required with a first submittal unless noted in the heading or item description.

Always use the most up-to-date forms found on www.dorchestercountysc.gov.

Project Name: _____

RECORD DRAWINGS

<i>Item Attached</i>	<i>Item Description</i>
	TWO (2) Complete, bound sets (24X36)
	Electronic (AutoCAD 2015 or earlier) DUE once Record Drawings have been APPROVED by the Engineering Department (USB flash drive or CD-ROM)
	PDF File (Adobe Acrobat) DUE once Record Drawings have been APPROVED by the Engineering Department (USB flash drive or CD-ROM)

LEGAL DOCUMENTS

<i>Item Attached</i>	<i>Item Description</i>
	Easement Plats / Subdivision Plats with Easements: One (1) Unrecorded copy for Review , then One (1) Recorded copy
	Grant of Water and/or Sewer Easements
	Title to Water and/or Sewer Systems with Affidavit for Exempt Transfers
	Title to Real Estate with Affidavit for Exempt Transfers (pump station & wells)
	Bills of Sale to water and/or sewer systems

FINANCIAL REQUIREMENTS

<i>Item Attached</i>	<i>Item Description</i>
	Warranty Inspection Fee (\$2/LF for gravity main, \$0.50/LF for pressurized)
	Maintenance Bond (10% of value)
	Contractor's Final Waiver of Lien
	Warranty Document
	New Construction Inspection Fee (for re-inspections only)

GENERAL DOCUMENTS

<i>Item Attached</i>	<i>Item Description</i>
	Engineer's Certification letter on letterhead
	Project Design Information Sheet with updated contractor information
	Construction/Record Drawing Submittal Checklist*
	Final Cost of Construction on Engineer's letterhead - Water
	Final Cost of Construction on Engineer's letterhead – Gravity Sewer
	Final Cost of Construction on Engineer's letterhead – Pump Station / Well

WATER MAIN EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605)
	Bacteriological (IAW AWWA C651) & Chlorine Residual Tests
	Tracer Wire Continuity Test Certification Letter

GRAVITY SEWER EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Air Test (IAW UNI-B-6-90)
	Mandrel Pull Test
	CCTV Inspection Videos (Main line and services)

FORCE MAIN EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605)
	Tracer Wire Continuity Test Certification Letter

PUMP STATION INSTALLATION – DUE IN ENTIRETY ONCE PUMP STATION DRAWDOWN IS COMPLETE.

REQUIRED DOCUMENTATION

<i>Item Attached</i>	<i>Item Description</i>
	Certified Factory Test for Generator
	Five Year Warranty for Generator
	One Year Maintenance Agreement for Generator
	ONE (1) complete O&M Manual w/ parts list for Generator (Hard Copy & PDF)
	ONE (1) complete O&M Manuals w/ parts list for Pumps (Hard Copy & PDF)
	ONE (1) Catalog cuts and Wiring diagrams (Hard Copy & PDF)
	ONE (1) set of Impellor information for Pumps
	ONE (1) Performance Tests for Pumps
	Coating Manufacturer’s Certification Letter for above ground piping
	Spare Parts Listing

TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pump Performance (Drawdown test)
	Generator Startup Report

OTHER INFORMATION

<i>Item Attached</i>	<i>Item Description</i>
	Power Account information (Meter #, Account #, Account Holder)
	Water Account Information (Account #, Account Holder) – due once Water Permit to Operate is issued

**For detailed information on requirements for drawings, please see DCWS Guidelines for Required Submittals.*