



ENGINEERING SERVICES
DEPARTMENT

CONSTRUCTION INSPECTION DIVISION
PRELIMINARY/FINAL INSPECTION CHECKLIST

DATE:	
INSPECTED BY:	
PROJECT NAME:	
PROJECT NUMBER:	

(1) WATER UTILITIES

MAINS/VALVES

PRELIM.

FINAL

- PRESSURE TEST
- BACTERIOLOGICAL SAMPLES
- LOCATE ALL VALVES
- PROVIDE EXTENSIONS ON ALL DEEPER THAN 4'
- MARK LOCATIONS ON CURB (SINGLE "V")
- CONCRETE PADS (2' X 2' X 6")
- PROVIDE FIBERGLASS MARKERS FOR OFFSITE
- OTHER:

FIRE HYDRANTS

PRELIM.

FINAL

- CRIMP CHAINS
- VERIFY ALL MAIN STEAMER SIZES ARE "4"
- PAINT WITH APPROVED COLOR & BRAND OF HYDRANT PAINT
- RAISE/LOWER
- ADD REFLECT BLUE MARKERS (2 AT CORNERS)
- OTHER:

METER BOXES

PRELIM.

FINAL

- ADJUST TO GRADE AS NEEDED
- PROVIDE CORRECT LIDS
- MARK LOCATIONS ON CURB (SINGLE VERTICAL SAWMARK)
- INDICATED DISTANCES ON AS-BUILTS
- LOCATIONS
- EXPOSE ALL TRACER WIRES IN METER BOX
- OTHER:

(2) SANITARY SEWER

MAINS

PRELIM.

FINAL

- LOCATE ALL CLEAN-OUTS
- MARK LOCATIONS ON CURB (“CO”)
- PROVIDE PLUGS ON CLEAN-OUTS
- LINE TESTS
- INFILTRATION FLOW
- OTHER:

MANHOLES

PRELIM.

FINAL

- LOCATE ALL
- MARK LOCATIONS ON CURB (“MH”)
- SET TOPS TO GRADE
- GROUT INSIDE RINGS AND/OR FRAME
- REMOVE FALSE BOTTOMS
- INVERTS
- PROVIDE PROPER LID AND/OR FRAME (**REFER TO APPROVED MATERIALS LIST**)
- PROVIDE FIBERGLASS MARKERS FOR OFFSITE
- OTHER:

SERVICES

PRELIM.

FINAL

- LOCATE ALL
- MARK LOCATIONS ON CURB (DOUBLE VERTICAL SAW MARKS)
- INDICATE DISTANCE ON AS-BUILTS
- OTHER:

LIFT STATION

PRELIM.

FINAL

- LIFT STATION (OPERATE)
- POWER
- STAND BY PUMP
- OTHER:

(3) DRAINAGE: STORM SEWER

INLETS

PRELIM.

FINAL

- CLEAN EXPANSION JOINTS
- REMOVE DEBRIS AND CLEAN
- REPAIR CURB
- SAW CONTRACTION JOINTS IN APRONS TO MATCH PAVING JOINTS
- PROVIDE PROPER LID(S) AND/OR GRATE(S)
- Y-INLET(S) NEED(S) 3 FT WIDE CONCRETE APRON AROUND PERIMETER
- OTHER:

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STORM PIPE

PRELIM.

FINAL

- GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- REMOVE DEBRIS AND CLEAN
- OTHER:

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-

CULVERTS

PRELIM.

FINAL

- REMOVE DEBRIS AND CLEAN
- GROUT END CONNECTIONS WITH INLETS/HEADWALLS
- HEADWALL/RIPRAP: COMPLETE INCOMPLETE
- SURFACE DRAINAGE FEATURES
- CHANNELS
- EROSION CONTROL/LINING
- OFF-SITE
- OTHER:

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(4) PAVING: STREETS, ALLEYS, AND FIRE LANES

PARKWAYS

PRELIM.

FINAL

- REMOVE ROCKS/STONES OVER 1-1/2 INCHES
- GRADE ONE-QUARTER INCH/FOOT
- BACKFILL BEHIND CURBS/EDGES OF PAVEMENT
- EXTERIOR SLOPES
- OTHER:

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CONTRACTION JOINTS

PRELIM.

FINAL

- INSUFFICIENT, SAW ADDITIONAL
- SEAL
- OTHER:

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EXPANSION JOINTS

PRELIM.

FINAL

- REMOVE CAP
- SEAL
- FREE-UP BY REMOVING ALL CONCRETE
- EXTEND THROUGH BACK OF CURB OR EDGE OF PAVEMENT
- REPAIR
- OTHER:

CONCRETE

PRELIM.

FINAL

- CHECK FOR AND REPAIR ALL CRACKS/MUDBALLS
- FLOW CHECK ALL GUTTERS/INVERTS; ADDRESS BIRDBATHS
- CORE FOR DEPTH (2" CORES STAGGERS AT 300' ; FILL WITH NONSHRINK GROUT WITH REPORT)
- ADDRESS STRENGTH/DEPTH DEFICIENCIES
- DENSITY TESTS
- CONCRETE TESTS
- WIDTHS
- RADII
- SURFACE CONDITION
- SIGNS
- BARRICADES
- TEMPORARY CONNECTIONS
- PROVIDE STAMPED THIRD-PARTY CERTIFICATION LETTER FOR FIRE LANE
- OTHER:

CURBS

PRELIM.

FINAL

- REPAIR
- PROVIDE LAY DOWN
- OTHER:

STREET SIGNS - TRAFFIC CONTROL - LIGHTS

PRELIM.

FINAL

- PROVIDE STREET/STOPSIGNS WITH POSTS (1-3/4" 3-PIECE BREAKAWAY UNISTRUT POST WITH CORNER BOLTS REQUIRED AT BASE – WRAP BOTTOM WITH TAPE; DRIVE RIVETS REQUIRED FOR ATTACHING SIGN TO POST)
- REGULATORY SIGNS PER PLANS:
- BUTTONS:
- BARRICADE:
- STREET LIGHTS:
- OTHER:

(5) LOT GRADING

PRELIM.

FINAL

- GRADE/BENCH LOTS
- PROVIDE RETAINING WALLS WHERE SLOPES STEEPER THAT 3:1
- VERIFY THAT AS-BUILT PAD ELEVATIONS ARE PER PLANS & CERTIFY
- PROVIDE TWO LOCAL BENCHMARKS ON GRADING PLAN
- OTHER:

(6) EROSION CONTROL

PRELIM.

FINAL

- PROVIDE INLET FILTERS
- PROVIDE 8' OF CURLEX ADJACENT TO CURB
- PROVIDE 4' OF CURLE ADJACENT TO ALLEY
- PROVIDE SILT FENCE:
- OTHER:

(7) MISCELLANEOUS

PRELIM.

FINAL

- GENERAL CLEAN UP
- REQUIRED RETAINING WALLS
- REQUIRED SCREEN WALLS
- REQUIRED SIDEWALKS
- HANDRAILS

VERIFY THAT ALL LAB TESTS RESULTS ARE ON FILE

ADDITIONAL COMMENTS:

NOTE:

COLUMN ON **LEFT** IS PRELIMINARY COMMENTS THAT NEED TO BE ADDRESSES. COLUMN ON **RIGHT** IS FINAL COMMENTS THAT HAVE BEEN ADDRESSED.

PLEASE CONTACT THE ENGINEERING TECHNICIAN AT 972-292-5472 WITH QUESTIONS REGARDING THE FINAL ACCEPTANCE STATUS OF YOUR PROJECT.