

City of St. Joseph – Southwest Michigan Regional Sanitary Sewer & Water Authority

Water Main – Construction Phase Checklist

To be completed and submitted to the City of St. Joseph and the appropriate Township prior to submitting plans for Final Acceptance. Authorized copies to be included with plan submittals.

Project Name: _____

Municipality: _____

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.

Pre-Construction Meeting Phase

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

Yes	N/A	Checklist Item
		The Owners Representative called the pre-construction meeting.
		The appropriate officials and agents have been invited to the pre-construction meeting.
		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 project schedule has been submitted.
		A sub-contractors list has been submitted.
		A list of material 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.
		Permit has been obtained from the City of St. Joseph for water.
		Contractor safety plan submitted.
		Public notification procedure established.
		Traffic maintenance plan provided.
		Water Supply Serial Numbers provided. City of St. Joseph: WSSN 6310; Authority areas: WSSN 3726
		Letter from Authority Engineer informing developer no building permits to be issued prior to approval of Final Acceptance Submittal Package.

Main Valves and Vaults

Yes	N/A	Checklist Item
		All main valves (6 inches or larger) 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 marked with 4"x4" posts at bends, on 40' intervals for deflections, on 300' intervals for straight runs.
		All main valves open after testing and/or completion of project.
		Water main shall have a minimum cover of 5 feet, maximum cover of 6 feet.

Fire Hydrants

Yes	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 and YELLOW for City of St. Joseph.
		All hydrant auxiliary valves at final grade and operable in valve box.
		All hydrant auxiliary valves open prior to final testing.
		The break-away flanges on all hydrants, set at final grade.
		Hydrant cap chains have been removed.
		Pumper nozzle contains 5" Storz fitting.

Resident Water Concerns

Yes	N/A	Checklist Item
		Contractor or Inspector has notified the St. Joseph Water Plant.

Water Main Testing

Yes	N/A	Checklist Item
		The hydrostatic pressure test has been completed per specification.
		The main disinfecting and bacteriological testing procedures have been properly followed.