



## Project Closeout Checklist

SC DHEC Project Name: \_\_\_\_\_

Date: \_\_\_\_\_ SC DHEC Permit Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

All boxes should be marked by the Engineering Firm as either "Complete" or "Not Applicable"

### General Project Items

<u>General (OJRSA Development Policy sections 2.9.1 &amp; 2.9.2)</u>	Not Applicable	Engineer Complete	OJRSA	
			Complete	Incomplete
Engineer's Letter of Certification				
Spare parts provided to OJRSA				
One (1) hard copy and one (1) PDF copy of each O&M Manual				
One (1) hard copy and one (1) PDF copy of each recorded easement, including plats, with signature and seal				
Surety Bond (maintenance warranty) form covering all items built or altered which are to become OJRSA property. <b>MUST BE FOR AT LEAST ONE (1) YEAR.</b>				
Wastewater Infrastructure Deed				
Title to Real Estate for pump stations				
Approved easement plat				
Easement agreements recorded with county				
Pump station electric bill for account owner transfer				
Pump station water/other bill for account owner transfer				
Certified test results for:				
Pressure testing for force mains				
Low-pressure testing for gravity sewer				
Manhole vacuum testing for gravity sewer				
Pipe deflection testing for gravity sewer (if requested by OJRSA)				
Pump station drawdown testing				

*See following pages for Record Drawing information*

**For Record Drawings**

<b>General Items</b>	<b>Not Applicable</b>	<b>Engineer Complete</b>	<b>OJRSA</b>	
			<b>Complete</b>	<b>Incomplete</b>
Each sheet of record drawings signed and sealed by Engineer of Record				
Cover sheet include the statement required as stated in <i>OJRSA Development Policy</i> SECTION 2.9.2(B)(2)				
One (1) electronic copy and one (1) hard copy of certified record drawings				
DHEC Permit Number on all sheets				
Lot, unit, and Tax Map Numbers				
Street names				
Site map				
Text height = 0.08 inch or larger				
New mains must be shown as a dark, thick line and labeled with length, diameter, and material (i.e., 150 LF, 8" PVC)				
Graphic and relative scales – Maximum 1" = 40'				
North arrow				
Legend				
Utility contractor's name, address, phone number, and email address				
Engineering firm name, address, and phone number				
Construction completion date (month, year) and horizontal and vertical datum				
Professional Land Surveyor (PLS) signature and stamp				
Registered Professional Engineer (PE) signature and stamp				
Sewer easements				

<b>Gravity Mains</b>	<b>Not Applicable</b>	<b>Engineer Complete</b>	<b>OJRSA</b>	
			<b>Complete</b>	<b>Incomplete</b>
Indicate how the new gravity main ties into the existing main				
Manhole invert and rim (top) elevations –on both Plan and Profile sheets				
Manhole station numbers				
Manholes numbered				
Gravity sewer mains (show on both Plan and Profile):				
Length (manhole to manhole), diameter, and material				
Percent of grade (slope) – manhole to manhole				

<b>Force Mains</b>	<b>Not Applicable</b>	<b>Engineer Complete</b>	<b>OJRSA</b>	
			<b>Complete</b>	<b>Incomplete</b>
Indicate how the new force main ties into the existing force main or manhole				
Sewer force mains (show on both Plan and Profile):				

Length (pump station to discharge point), diameter, and material				
Valves				
Air release valve (ARV) station numbers				
Force main valves				

<b>Pump Stations</b>	<b>Not Applicable</b>	<b>Engineer Complete</b>	<b>OJRSA</b>	
			Complete	Incomplete
Address and TMS# of pump station property				
Pump station plan and details				
Pump station electrical schematics				
Site map				
Address and TMS# of pump station property				

<b>Electronic Records</b>	<b>Not Applicable</b>	<b>Engineer Complete</b>	<b>OJRSA</b>	
			Complete	Incomplete
One (1) hard copy and one (1) PDF copy of each O&M Manual				
One (1) hard copy and one (1) PDF copy of each recorded easement, including plats, with signature and seal				
Digital photographs of any unusual situations				
AutoCAD (.dwg) files of the Record Drawings				
GIS Submittals (as stated in Section 2.9.3 of the Policy):				
Required coordinate system used				
Required minimum accuracy used				
Easement requirements met				
Gravity sewer lines and all required information				
Manholes and all required information				
Force mains and all required information				
Force main air release valves and all required information				
Force main isolation valves and all required information				
Pump stations and all required information				
Gravity sewer services ("laterals") and all required information				
Grinder pumps/force mains and all required information				

**Signatures**

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

OJRSA: \_\_\_\_\_

Date: \_\_\_\_\_