

City of Winston-Salem, North Carolina
Department of Public Works – Engineering Division

Construction Checklist

Project Number: _____ Contract Number: _____

Project Name: _____

Proof of Payment has been submitted (please check prior to submitting checklist)

Owner/Contractor: _____ Date: _____

Construction Inspector: _____ Date: _____

Construction Inspector Supervisor: _____ Date: _____

This list includes the minimum requirements for final inspection. Other items not on this list may be required in order to comply with Engineering Division specifications. Items that do not apply will be marked “N/A”. All other items should have check marks. The checklist consists of three sections (Water, Sanitary Sewer, and Roadway). Attach only the section(s) that apply to this project. This list is to be filled out and signed by the Owner for subdivisions or the Contractor for City contracts, prior to requesting a final inspection. After all items are verified by the Engineering Division, the Inspector and his Supervisor will sign the checklist and include it with the Final Inspection Report.

Water

- _____ Meter boxes installed per spec, to grade, bride under box and cleaned inside
- _____ Valves for stub outs fully operated and left closed
- _____ All other valves fully operated and left open
- _____ Nuts centered in valve boxes
- _____ Structures - concrete collars 1" below final grade, asphalt around structures
- _____ Max. 1/8" gap between valve boxes and covers
- _____ Approx. 4" from riser pipes to top of valve boxes
- _____ Hydrants cleaned and touch-up painted as needed
- _____ Hydrant flanges 1" – 6" above ground
- _____ Breakable couplings moved up (hydrant extension)
- _____ Hydrants fully operated and left closed
- _____ Hydrants weep properly
- _____ Hydrant threads checked for national standard thread
- _____ Hydrant caps and chains in place
- _____ Blow-off installed per spec
- _____ Hydrants plumb
- _____ Water connections installed to right-of-way
- _____ 3' clearance around all hydrants
- _____ "Water" cast into manhole covers
- _____ Connections in front of proper lots
- _____ Angle valves approximately 12" to 18" below lid, both opened fully to make sure water is on
- _____ Inspector observed D.I. pipe (restrained joint) being installed inside encasement

Sanitary Sewer

- _____ Sewer connections installed per spec in front of the correct lot
- _____ Outside MH joints sealed w/ min. 6" wide butyl tape
- _____ MH steps in proper place (not over pipe)
- _____ No infiltration in MH's or pipe
- _____ Concrete collars 1" below final grade, asphalt around structures
- _____ MH type matches plan
- _____ Type 2 rings bolted to cone
- _____ Type 2 covers bolted down (2 bolts)
- _____ Type 3 covers bolted down (4 bolts)
- _____ Type 3 gaskets in place
- _____ Type 2 & 3 bolts tested w/magnet
- _____ Outfall MH's 2' above ground (flush w/ground in yards)
- _____ Type B MH's 1' above ground
- _____ Vent pipes at proper elevation
- _____ Fence gates w/ padlocks installed
- _____ MH's and pipe inside permanent easement and/or R/W
- _____ Cleanouts flush w/ ground in yards, 3' above ground on outfalls
- _____ Cleanouts min. 4' deep
- _____ Cleanout inverts are visible
- _____ Sewer service on the right-of-way with a minimum 5' tailpiece
- _____ Inspector observed D.I. pipe (restrained joint) being installed inside encasement
- _____ Sewer connections in driveways have a recessed cap

Roadway

- _____ Back of curb to back of curb distances match plan
- _____ Crown and quarter point of road checked every 50'
- _____ Soil densities attached
- _____ Stone densities attached
- _____ Asphalt densities attached
- _____ Concrete collars 1" below final grade, asphalt around structures
- _____ Front inside wall of catch basins flush with front of frames (within 3")
- _____ Proper grates in place and tabs on the bottom of all grates so lids fit properly
- _____ Grates checked to verify they lift up for maintenance access
- _____ The number 840.03 and name of foundry cast on all frames and grates
- _____ Broken curb and gutter, sidewalks and driveway aprons within right-of-way replaced
- _____ Asphalt thickness matches plan
- _____ Not trapping water (gutter, street, etc.)
- _____ Catch basins, manholes, and pipe free from sediment, stone, etc.
- _____ Backfill behind all curb
- _____ Asphalt matches gutter (max. 1/4" above, but not below)
- _____ Shoulder width and slope matches plan
- _____ Seeding and mulching complete prior to final 1" of asphalt
- _____ Wheelchair ramps properly installed (including raised truncated domes)
- _____ All expansion joints cut and sealed per spec
- _____ Inverts in all catch basins and ditch inlets mudded up