

**Charleston Water System
Closeout Checklist – Wastewater**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

Engineer's Letter of Certification			
Pressure test results (force mains)			
Low-pressure test results (gravity sewer)			
Mandrel test results (gravity sewer)			
Manhole vacuum test results (gravity sewer)			
Pump station drawdown test results			
Record drawing (5 hard copies)			
Valve cards (2 hard copies)			
Digital submittal (record drawings, valve cards, dummy valve cards, easement plat, ASCII file)			
PDF submittal (record drawings, valve cards, dummy valve cards, easement plat)			
Asset Inventory Worksheet			
Affidavit of Title			
Bill of Sale			
Maintenance Agreement (if required)			
Affidavit for Transfer of Real Property (pump station)			
Affidavit for Exempt Transfer of Real Property (pump station)			
Title to Real Estate (pump station)			
Approved easement plat (6 hard copies)			
Recorded subdivision plat (1 hard copy)			
Easement Agreement			
Pump station operation and maintenance manuals (1 hard copy, 1 electronic)			
Pump station electric bill for account transfer (hard copy or electronic)			
10% Maintenance Agreement Bond (if required)			
Maintenance Agreement Final Inspection Fee (if required)			

Signatures (sign and date)

ENGINEER:	DATE:
CWS PARS:	DATE:
CWS INSPECTOR:	DATE: