Charleston Water System
Record Drawing Checklist – Wastewater Gravity Sewer with Pump Station and Force Main

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)	Engineer Complete	CWS Complete	CWS Incomplete
CWS Project Name (on all sheets)			
CWS Project # (on all sheets)			
CWS Extension # (on all sheets)			
DHEC Permit # (on all sheets)			
Block Designation			
Lot, Unit, Tax Map Numbers			
Street Names			
Site Map – minimum size 3”x 3”			
Text Height – 0.08-inch or larger			
New mains must be shown as a dark, thick line and labeled with length, diameter, material (example: 150 LF, 8” PVC)			
Graphic and Relative Scales - Maximum 1”=40’			
North Arrow			
Legend			
Utility Contractor’s Name, Address, Phone Number, Email Address			
Engineering Firm Name, Address, Phone Number			
Construction Completion Date (month, year)			
Horizontal NAD 83 (2011) and Vertical Datum NGVD 29 (on all sheets)			
Professional Land Surveyor (PLS) Signature and Stamp			
Registered Professional Engineer (PE) Signature and Stamp			
Sewer Easements – Label as “xx-FT CWS Utility Easement”			
Installed Material Listing – CWS Asset Inventory Worksheet and Record Drawing must reflect same information:			
Pipe – length, diameter, material			
Manholes – diameter, quantity			
Services – diameter, quantity			
Cleanouts – quantity			
Valves – diameter, type, quantity			
Coordinate Table for all installed sewer appurtenances in a tabular format, State Plane Coordinates NAD 83 (2011) to include:			
Point Number			
Northing			
Easting			
Elevation			

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Station Number			
Description			

Required Items (refer to Minimum Standards)	Engineer Complete	CWS Complete	CWS Incomplete
GRAVITY MAIN			
Indicate how the new gravity main ties into the existing main (show as dashed and label size), show point of tie-in in State Plane Coordinates			
Manhole Invert and Top Elevations - show on both Plan and Profile sheets			
Manhole Station Numbers – must be tied to State Plane Coordinates			
Manholes Numbered			
Gravity Sewer Mains (show on both Plan and Profile):			
Length (manhole to manhole), diameter, material			
Percent of grade (slope) – manhole to manhole			
DIP Sewer Sections – manhole to manhole length or other sections			
Wye Stations – Station number and must be tied to State Plane Coordinates			
Service Lines – indicate distance from main to first cleanout within the easement or right-of-way			
End of Main – label and show in State Plane Coordinates			

FORCE MAIN	Engineer Complete	CWS Complete	CWS Incomplete
Indicate how the new force main ties into the existing force main or manhole (show as dashed and label size), show point of tie-in in State Plane Coordinates			
Sewer Force Mains (show on both Plan and Profile):			
Length (pump station to discharge point), diameter, material			
Percent of Grade (slope) – if applicable			
Valves			
Air Release Valve Station Numbers – must be tied to State Plane Coordinates			
Force Main Valves – must be in State Plane Coordinates with Stations Numbers (include elevation to top of operating nut)			

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Required Items (refer to Minimum Standards)	Engineer Complete	CWS Complete	CWS Incomplete
PUMP STATION			
Address and TMS# of Pump Station property (if known)			
Pump Station Plan and Details			
Pump Station Electrical Schematics			

Signatures (sign and date)

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

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