

**Charleston Water System
Valve Card Checklist – Wastewater**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

CWS Project Name			
CWS Project #			
CWS Extension #			
Two (2) tie-down dimensions to all bends, fittings, valves, manholes, etc. from centerline of street pavement, storm drain box, power poles (include power pole number), etc. (perpendicular dimensions only in whole feet, no tenths)			
Tie-down dimension to the centerline of nearest recognized street or intersection			
Street Names			
Size and material of sewer mains and fittings			
Main type, i.e. gravity main or force main			
Concrete and asphalt pavements (sidewalks, driveways, streets, etc.)			
Easements and width (if applicable)			
Existing Utilities (if shown on Record Drawing)			
North Arrow			
Existing Valve Card number when applicable			
Direction of flow in sewer main			
Label: wet well, dry well, electric box, vent, power poles, etc.			
Reference drawing from which the valve card was developed			
Valve table information:			
Location			
Size			
Make (manufacturer/model)			
Type – valves shall be identified as follows: ARV – air release valve, CV - check valve, EV - elder valve, GV – gate valve, PV – plug valve, TWB – tracer wire box			
Date set			
Number of turns - counted on site			
Opening (open left – OL, open right – OR)			

NOTE: for reference use CWS detail drawing #07 "Typical Wastewater Valve Card" located in the Standard Construction Detail Drawings of the Minimum Standards.

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Signatures (sign and date)

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