

**Charleston Water System
Record Drawing Checklist – Wastewater Gravity Sewer Only**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

Engineer
Complete

CWS
Complete Incomplete

CWS Project Name (on all sheets)			
CWS Project # (on all sheets)			
CWS Extension # (on all sheets)			
DHEC Permit # (on all sheets)			
Block Designation			
Tax Map Numbers			
Lot and Unit 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) 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			
Coordinate Table for all installed sewer appurtenances in a tabular format, State Plane Coordinates (NAD 83) to include:			
Point Number			
Northing			
Easting			
Elevation			

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Incomplete

Station Number	Complete	Complete	Incomplete
Description			
Indicate how the new 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			
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			

Signatures (sign and date)

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