

**BCWS Close-Out Submittal Checklist**

Please include this checklist and the following items when submitting a close-out package to Berkeley County Water & Sanitation:

- Record Drawings:**
  - Paper – **Two (2)** complete, bound sets
  - Electronic (AutoCAD 2005 or earlier) **due** once Record Drawings have been **approved** by the Engineering Department
  - PDF file (Adobe Acrobat) **due** once Record Drawings have been **approved** by the Engineering Department
  
- Easement Plats / Subdivision Plats w/Easements**
  - Unrecorded (6 copies) **or** Recorded (3 copies)
  - Electronic Copy Legal Description (Microsoft Word) – **on a separate disc from the Record Drawings.**
  
- Real Property Plats**
  - Unrecorded (6 copies) **or** Recorded (3 copies)
  - Electronic Copy Legal Description (Microsoft Word) – **on a separate disc from the Record Drawings.**
  
- Other Documents**
  - Engineer’s Certification Letter
  - New Project Design Information Sheet if any changes have been made to the project
  - Cost of Construction
    - Water
    - Gravity Sewer
    - Force Sewer
    - Pump Station – all costs broken down
      - Pumps & Controls
      - Wetwell Construction
      - Wetwell Labor & Subcontractors
      - Wetwell Coating
      - Fill Dirt
      - Piping for Pump Station
      - Generator & Electrical
      - Generator 1 Yr. Maintenance
      - Hoist Inspection
      - Concrete Slab
      - Mechanical
      - Rock
      - Paving
      - Fencing

- Balance of Labor & Miscellaneous
  - Total Pump Station Cost
- **Water Main Extension – Test Results**
- Pressure Test ( IAW AWWA C600, C605, and BCWSA 02670)
  - Bacteriological (IAW AWWA C651 and BCWSA 02675) **due upon anticipation of approval of Record Drawings**
  - Tracer Wire Continuity Test Certification letter (for projects entering contracts with BCWS after July 1, 2010)
- **Gravity Sewer Extension – Test Results**
- Air Test (IAW UNI-B-6-90 and BCWSA 02730)
  - Deflection Test (IAW BCWSA 02730)
  - CCTV Inspection Videos (for project entering contracts with BCWS after July 1, 2010)
- **Force Sewer Extension – Test Results**
- Pressure Test (IAW AWWA C600, C605, and BCWSA 02670)
  - Tracer Wire Continuity Test Certification letter (for projects entering contracts with BCWS after July 1, 2010)
- **Pump Station Installation – due in entirety once Pump Station drawdown is complete**
- **Required Documentation**
    - Hoist / Crane OSHA Certification (for projects with hoists)
    - Back Flow Prevention Device Test<sup>1</sup>
    - Certified Factory Test for Generator
    - Five Year Warranty for Generator
    - 3 complete O&M Manuals w/ Parts List for Generator
    - 3 complete O&M Manuals w/ Parts List for Pumps
    - 3 Catalog Cuts and Wiring Diagrams
    - 1 MultiSmart O&M Manuals on a disc
    - 3 sets of Impeller Information for Pumps
    - 3 Performance Tests for Pumps
  - **Test Results**
    - Pump Performance (drawdown)
    - Generator Startup Report
  - **Other Information**
    - Electric Account Information
      - Meter Number
      - Account Number
      - Account Holder
    - Water Account Information<sup>2</sup>
      - Account Number
      - Account Holder

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<sup>1</sup> Due once Water System Permit to Operate is issued

<sup>2</sup> Due once Water System Permit to Operate is issued