

**Charleston Water System
Closeout Checklist – Water**

PROJECT NAME:	
ENGINEERING FIRM:	
ENGINEERING CONTACT:	DATE:

Required Items (refer to Minimum Standards)

	<u>Engineer</u>	<u>CWS</u>	
	Complete	Complete	Incomplete
Engineer's Letter of Certification			
Bacteriological sample test results			
Pressure test results			
Record drawing (5 hard copies)			
Valve cards (2 hard copies)			
Digital submittal (record drawings, valve cards, dummy valve cards, easement plat, coordinate table - 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)			
Approved easement plat (6 hard copies)			
Recorded subdivision plat (1 hard copy)			
Easement Agreement			
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: