

SECTION 14
CONSTRUCTION - DOCUMENTATION PERFORMED BY SBMWD

14.0 DOCUMENTATION PERFORMED BY SBMWD

During the construction phase of a developer-installed main extension, SBMWD Engineering staff documents the work by creating and filing the following:

- Daily Inspection Reports
- The Construction Inspection Checklist(s).
- The Tie Sheet(s) to be submitted on a daily basis with the Daily Inspection Reports.
- Photographs.
- The Waste Discharge Notification Form(s) (De Minimus Discharge Facsimile).
- The Hydrant Maintenance and Flushing Report(s).
- Flushing Volume Calculations (three times pipeline volume).
- Allowable Leakage Calculations (for pressure test).
- Bacteriological Test Results.
- SBMWD Field Requisition Sheet(s) (for stock items issued).
- SBMWD Purchase Requisition(s) (usually optional, for the purchase of nonstock items).

Retain all of the above in the appropriate EPN file, CO file, Tie Book, etc. Most of the above items are self-explanatory, with the exception of the "Construction Inspection Checklist" and the "Tie Sheet".

14.1 SBMWD CONSTRUCTION INSPECTION CHECKLIST

An example of a Construction Inspection Checklist is contained within this guide attached as Appendix 'N'. In short, the checklist is nothing more than the minimum inspection criteria with the corresponding inspection date and inspector initials. The list is presented in the order (roughly) the inspector will witness the work in progress. Voids or gaps within the checklist indicate a lapse of inspection or an unresolved problem.

14.2 SBMWD TIE SHEET

The SBMWD Tie Sheet is one of the most important pieces of information used to verify the water improvement work done by the developer/contractor. The Tie Sheet identifies the size, type, make, model, configuration, and location of all aspects of a main extension, associated services, and appurtenances. Gathering the information summarized in the Tie Sheet is done during construction and is complementary to the inspection process. Information that is absent from a tie sheet is a good indication that no or very poor inspection occurred. Accurate and concise ties usually indicate that the inspector observed the work prior to back-filling each location. When Tie Sheets are absent, it is a good indication that the Water Improvement Plan did not go in per plan. Accurate Tie Sheets are the only adequate written record used to verify the "as-built" plans submitted by a developer/contractor.

Tie Sheet preparation guidelines are located in Appendix O. All Tie Sheets are required to be submitted on a daily basis with the daily inspection reports, no exceptions.