

**REVIEW OF CONSTRUCTION RECORD DRAWINGS
DEPARTMENT OF PUBLIC UTILITIES**

The following are guidelines for use in verifying information submitted as Construction Record Drawings. These guidelines are to be considered a supplement to the PFM Volume I, Chapter 2.

PROJECT: _____

GENERAL:

- _____ Prepared on approved plans
- _____ Plans legible
- _____ Certification Statement signed
- _____ Datum information listed
- _____ Field Changes included
- _____ Data within tolerances
- _____ Constructed within tolerances
- _____ Information clear on drawings (*i.e. can you easily determine what information goes with which lot, appurtenance, etc.*)
- _____ Ownership of facilities clearly defined (*private, HRSD, City, etc.*)
- _____ Information agrees with what is shown on plans

SEWER:

Main Information Required:

- _____ Size
- _____ Pipe material
- _____ Pipe depth for force mains (*at least every 200'*)
- _____ Profile of pipe/manholes including other utility crossings
- _____ Manhole rim and invert elevations
- _____ Location of bends, vertical/horizontal offsets, valves, ends of lines and other fittings by triangulation (*[PFM Vol. I, Appendix 3](#)*)
- _____ Changes in size noted at manholes
- _____ Slope (*verify by subtracting the downstream invert from the upstream & dividing by the number of feet between manholes*)
- _____ Tracer wire installation/accessible (*PVC force mains*)
- _____ Detail of connection to existing main (*location of sleeves, etc*)

Valve Information Required (*typically in table format*):

- _____ Type
- _____ Size
- _____ Date set
- _____ Cover (*to top of main*)
- _____ Manufacturer
- _____ Number of turns to open
- _____ Direction of opening
- _____ Joint types

PROJECT: _____

Lateral Information Required:

- _____ Size (*if other than 4"*)
- _____ Material
- _____ Tap location (*actual location of mainline wye from nearest downstream manhole; [PFM Vol. I, Appendix 3](#)*)
- _____ D – Depth (*at property line if not between 24" – 40"*)
- _____ HT - Height (*distance from center of main to property line @ 90 degrees; [PFM Vol. I, Appendix 3](#)*)
- _____ RU - RunUp (*horizontal length of pipe actually installed from center of main to CO wye; [PFM Vol. I, Appendix 3](#)*)

WATER:

Main Information Required:

- _____ Size
- _____ Pipe material
- _____ Pipe depth (*at least every 200'*)
- _____ Profile including other utility crossings
- _____ Location of bends, vertical/horizontal offsets, valves, ends of lines and other fittings by triangulation ([PFM Vol. I, Appendix 3](#))
- _____ Tracer wire installation/accessibility (*PVC mains*)
- _____ Detail of connection to existing main (*location of sleeves, etc*)

Valve Information Required:

- _____ Type
- _____ Size
- _____ Date set
- _____ Cover (*to top of main*)
- _____ Manufacturer
- _____ Number of turns to open
- _____ Direction of opening
- _____ Joint types

Fire Hydrant Information Required:

- _____ Date set
- _____ Depth of bury
- _____ Manufacturer
- _____ Distance – main to valve
- _____ Distance – valve to hydrant

PROJECT: _____

Service Line Information Required:

- _____ Size (*if other than 3/4"*)
- _____ Material
- _____ Tap locations (*actual location of both ends from nearest downstream manhole or nearest valve if sewer not available; [PFM Vol. I, Appendix 3](#)*)
- _____ D - Depth (*both ends*)
- _____ HT - Height (*distance from center of main to property line @ 90 degrees; [PFM Vol. I, Appendix 3](#)*)
- _____ RU – Run Up (*horizontal length of pipe actually installed from center of main to curb stop; [PFM Vol. I, Appendix 3](#)*)
- _____ Proper size curb stop for proposed meter
- _____ Meter boxes (*curb stops no deeper than 12" or further than 4" from street side of box*)

PUMP STATIONS:

- _____ Internal piping and mechanical layout (*sizes, dimensions, material and measurements from the structure*)
- _____ Architectural drawing (*sizes, dimensions and materials*)
- _____ Site plan (*external piping, driveway, landscaping other utilities and drainage*)
- _____ Pump criteria (*present and ultimate capacity, head conditions, pump speed, impeller size, pump type and motor size*)
- _____ Field surveyed elevations (*floor slabs, influent and effluent lines and pump suction and discharge piping*)
- _____ Wiring schematics

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