



Public Works

Engineering and Development Services

Date: _____

Contractor Name: _____

Project Name: _____

Signature: _____

Public Works Project Number: _____

FINAL INSPECTION GUIDELINES FOR CONTRACTORS

Before scheduling a final public works inspection, consult the following checklist to *ensure that the work is complete and built to city standards and approved plans.*

The public works inspection addresses engineering, water, sewer, street, and storm work. It does not address requirements specific to the building, electrical, or fire codes, the City Council, Planning Commission, or those of any other regulatory agency. While this is a comprehensive list of public works requirements, the inspector may include work in a punch list that is not specifically referenced in this checklist.

Final Inspection Procedures

Please call 293.1920 at least two business days in advance to request a final public works inspection. The contractor and the project Engineer of Record must attend the inspection. Within two working days of conducting the final inspection, the public works inspector will send results to you and to the city's project manager. Unfinished and sub-standard work or missing documentation will be itemized in a punch list.

When you complete the punch list work, please call to schedule a punch list inspection. When the inspector finds that the punch list work and documentation are complete, he will notify the project manager and direct you to prepare and submit as-built construction drawings to the city.

If you have any questions regarding the checklist or inspection procedures, please contact the project manager at 360.293.1920.

Public Works Final Approval

The City Engineer will issue final approval of the public works project when he/she has received:

1. Passing final inspection results from the public works inspector, and
2. As-built construction drawings from you, including:
 - AutoCAD 2002
 - One set mylar
 - Six sets black-line drawings

After the City Engineer has issued final approval, you can pursue final plat approval (when required) from the Planning Commission and City Council.

Final Inspection Checklist ***Refer to Approved Plans*****CLEANUP**

-
- 1. Restore and clean all areas disturbed by construction activity.
 - 2. Dispose of all debris at approved site.
-

DOCUMENTATION

-
- 1. Submit construction photos, noting location and description of work.
 - 2. Provide any documentation required in Findings of Fact.
 - 3. Note all deviations from approved plans for inclusion in as-built drawings.
-

SANITARY SEWER

-
- 1. Clean, flush, and vacuum sewer main, manholes, and clean-outs.
 - 2. Pour flow channels for manholes.
 - 3. Grout manhole pick holes from the inside.
 - 4. Grout manhole pipe intrusions (unless rubber sealed boots are used).
 - 5. Install a threaded cleanout for outside drop manhole lines.
 - 6. Ensure ladder rungs are accessible from manhole lids.
 - 7. Mark manhole lids "SEWER."
 - 8. Ensure manholes are free of water infiltration.
 - 9. Mark clean-out lids, "C.O."
 - 10. Adjust manholes and clean-outs to finish grade.
 - 11. Ensure the stubs have a marker and depth for invert as per plan.
-

- 12. Verify manhole inverts from rim to flow for as-builts.
- 13. Verify sanitary sewer stub locations for as-builts.
- 14. Submit all materials testing documentation for sewer trench backfill.
- 15. Submit sewer main video documentation.
- 16. Submit construction photos, noting location and description of work.

STORM SEWER

- 1. Clean, flush, and vacuum storm main, manholes, catch basins, and clean-outs.
- 2. Grout manhole pick holes from the inside.
- 3. Grout manhole pipe intrusions (unless rubber sealed boots are used).
- 4. Make manhole ladder rungs accessible from manhole lids.
- 5. Mark manhole lids "STORM."
- 6. Ensure manholes are free of water infiltration.
- 7. Trim catch basin pipe intrusions in excess of 2 inches.
- 8. Obtain City Engineer approval for catch basin inverts of more than 5 feet (requires Type II manhole).
- 9. Install "Vaned Grate" lid type on catch basins unless specified otherwise on approved plans (herringbone on through-curb inlet only).
- 10. Mark clean-out lids, "C.O."
- 11. Adjust manholes, catch basins, and clean-outs to finish grade.
- 12. Ensure stubs have a marker and depth for invert.
- 13. Verify stub locations for as-builts.
- 14. Verify manhole and catch basin inverts from rim to flow line for as-builts.
- 15. Submit all materials testing documentation for trench backfill.
- 16. Submit storm main video documentation.
- 17. Submit construction photos, noting location and description of work.

DETENTION PONDS AND BIO-SWALES

- 1. Verify that control structure is installed per plans.
- 2. Install trash racks.
- 3. Place riprap per plans and drainage analysis. ???This will include the overflow on the pond.???
- 4. Verify that riprap meets the specifications set in the drainage analysis.
- 5. Landscape 2:1 and 3:1 slopes; hydroseed 5:1 slopes, unless otherwise noted on approved plans.
- 6. Clean pond/bioswales of silt and construction debris.
- 7. Install fence around pond perimeter.
- 8. Install maintenance access road.
- 9. Verify perforated drains by location and type for as-builts.

WATER**Water Main**

- 1. Keep pressure test results for your records.
- 2. Submit all Material Testing documentation for water trench backfill.
- 3. Submit water sample bacteria test results from qualified testing agent.
- 4. Submit all construction photos, noting location and description of work.

Water Valve Casing

- 1. Clean and vacuum valve casings.
- 2. Adjust valve casings to finish grade.
- 3. Turn notches in the valve casing in the direction of water flow.

-
- 4. Install nut extensions on any valves deeper than 4 feet.
 - 5. Ensure that valve lids are free of debris and concrete and are easily accessible to maintenance crews.
-

Fire Hydrants

-
- 1. Install 5-inch Storz adapters on all hydrants.
 - 2. Paint according to specifications. Contact Water Department at 360.293.1921 for paint specifications.
 - 3. Install maximum 6-inches above finished grade for break away hydrants. Adjust accordingly.
 - 4. Preserve 36-inch clearance for access around the hydrant.
 - 5. Follow water valve casing notes above for hydrant valves.
 - 6. Flush hydrants. Coordinate with water crew at 360.293.1921.
 - 7. Submit documentation of pressure tests by a qualified testing agent.
 - 8. Submit documentation of fire flow tests by a qualified testing agent.
-

Water Meter Boxes

-
- 1. Install all water meter boxes.
 - 2. Set all water meter boxes to finished grade.
 - 3. Clean all water meter boxes and make ready for meter installation.
 - 4. Install $\frac{3}{4}$ inch PVC crossing at all side by side water meter boxes to allow for automated meter reading system wiring.
 - 5. Ensure maximum 12-inch space from top of meter box to brass plug.
 - 6. Space brass plug 2-inches from inside of the meter box.
 - 7. Install all reading lids (hinged lids).
 - 8. Install drive-over box and lid for meters placed in driveway approaches.
 - 9. Verify water meter box locations for as-builts.
-

Air Release Vacuum Breaker Valve (ARV)

- 1. Verify location for as-builts.
- 2. Secure to concrete post.
- 3. Install vent minimum of 2-feet from center of the ARV box.
- 4. Fill box with 4 mil bagged styrofoam packing chips.
- 5. Install ¼-inch mesh bronze bird screen.
- 6. Set to finished grade.

Blow-off Assembly

- 1. Clean and make caps accessible by maintenance crews.

CURB AND GUTTER

- 1. Install all curbs and gutters.
- 2. Install catch basin returns in the curb line.
- 3. Install through-curb inlet catch basins to top of curb elevation.
- 4. Install through curb inlet catch basins at the same elevation as the top of curb.
- 5. Remove and replace any sections bearing cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.
- 6. Install full depth expansion joints 90-feet apart in the curbs, gutters, driveways, points of curvature, points of tangency, ramps, etc.
- 7. Apply broomed finish to concrete.
- 8. Remove and replace all low spots in curb line. Allow maximum grade change of ¼-inch in 20-feet to prevent “birdbath.” Check for low spots in front of wheelchair ramps.
- 9. Submit all material testing documentation for sub-grade compaction.

SIDEWALKS

-
- 1. Verify sidewalks are 4-inches thick.

 - 2. Verify sidewalks across driveways are 6-inches thick.

 - 3. Verify sidewalks across driveways in the industrial park are 8-inches thick with rebar.

 - 4. Remove and replace any sections bearing cracks, damage, graffiti, footprints, finishing blemishes, or other objectionable marks.

 - 5. Install full depth expansion joint every 15-feet (match expansion joint in curb line), control joints every 5 feet.

 - 6. Ensure all ramps and driveway approaches meet ADA requirements.

 - 7. Apply broomed finish to concrete.

 - 8. Submit all material testing documentation for sub-grade compaction.

DRIVEWAYS

-
- 1. Install all driveways.

 - 2. Verify driveways are 6-inches thick.

 - 3. Verify driveways in the industrial park are 8-inches thick with rebar.

 - 4. See notes for sidewalks.

STREETS

-
- 1. Submit tonnage tickets to verify correct thickness per plans.

 - 2. Submit all material testing documentation for sub-grade compaction prior to asphalt.

 - 3. Submit all compaction test reports and asphalt gradation analysis.

 - 4. Submit results of soil residual herbicide test.

 - 5. Submit receipt for aggregated (broken) mat sealing.

MONUMENTS

-
- 1. Adjust lids to finished grade.

 - 2. Restore and replace damaged monuments.

 - 3. Ensure all monuments are installed.

 - 4. Submit record of survey by a Professional Land Surveyor certifying monuments are punched and documented.

STREET LIGHTING

-
- 1. Install and test all streets lights.

MAILBOXES

-
- 1. Verify location for as-builts.

 - 2. Obtain Post Master and the City of Anacortes approval of mailbox location.

SCHOOL BUS STOPS

-
- 1. Obtain Anacortes School District and the City of Anacortes approval of school bus stop locations.

SIGNS AND STOP BARS

-
- 1. Install per City specifications (contact Mac Jackson, Street Supervisor, at 360.293.1921).

 - 2. Verify locations for as-builts.

LANDSCAPING

-
- 1. Complete landscape installation.

 - 2. Provide receipt for root barrier.
