

## CHLORINATION REQUEST SUBMITTAL CHECKLIST

- TRANSMITTAL COVER LETTER & CHLORINATION REQUEST SUMMARY SHEET (INCLUDING ALL ITEMS LISTED BELOW)**
  - Project Name and Name, Address, Email Address, and Phone Number of Contractor & Inspector.
  - Size and length of each water main to chlorinated
  - Beginning and ending station of each water main to be chlorinated
  - Distance of beginning and end of water main from nearest intersection or other reference point
  
- PRESSURE TEST REPORTS**
  - Initial and Final Pressure (including in-line valves)
  - Length and size of pipe section tested (including in-line valves). Each valved section must be tested.
  - Leakage (in gallons) for each tested section
  - Duration of test (minimum of 2 hours as per spec)
  
- RECORDED PLATS/EASEMENTS, IF APPLICABLE**
  
- AS-BUILT PLANS**
  - Three (3) full size copies of current **red-lined (in color)** as-built plans (must be able to read clearly after it's scanned and copied). Submittal must include **SIGNED title sheet** and any sheets that have as-built information. No shading or highlighting on red-lined submittals. PLEASE STAPLE PLANS TOGETHER.
  - Update all descriptions, stations, and centerline elevations of fittings in plan and profile. Must match as-built survey coordinate table.
  - Re-draw linework that has changed by more than 18-inches horizontally (plan) or 12-inches vertically (profile)
  - Show temporary caps, blowoffs, and chlorination ports in plan view. Include sizes and station in labels.
  - Indicate sections and their lengths that are to be hand swabbed (cannot exceed 20 feet in length)
  - Indicate any work that was non-performed by labeling as such
  
- AS-BUILT SURVEY COORDINATES**
  - One (1) electronic (Microsoft Excel format) copy of table of Survey Coordinates with stations, sizes and centerline elevations with descriptions for all appurtenances including horizontal deflections and every 200' where no fitting or other water main structure is being installed within that length of improvement. **(The Inspector is responsible to verify that all coordinates are included per the "Survey Coordinates" note.)** Coordinates must be sent via e-mail.
  
- WATER SERVICE REPORTS, REPORT FOR PIGGING OPERATIONS (IF APPLICABLE), CONTINUITY TESTING FOR LARGE DIAM.**
  - One Scanned Copy of Water Service Reports
  - Inspection Report for Pigging Operations on water main 12" and larger (if applicable)
  - Continuity Testing Report for Large Diameter Mains, if applicable