

CLOSE-OUT SUBMITTAL CHECKLIST

PLEASE INCLUDE THIS CHECKLIST AND THE FOLLOWING ITEMS WHEN SUBMITTING A CLOSE-OUT PACKAGE TO BCWS.

Please upload all record drawings submittals online at <https://berkeleycountysc.gov/energov> in PDF format unless noted in the heading or item description. *All items are required with a first submittal unless noted in the heading or item description.* Always use the most up-to-date forms found on www.bcws.berkeleycountysc.gov.

See Appendix F20 for file naming conventions to submit online.

Project Name: _____

RECORD DRAWINGS

<i>Item Uploaded</i>	<i>Item Description</i>
	ONE (1) complete set of record drawings (produced from the AutoCAD files so the sheets are clear and scalable) ⁱ
	Two (2) full size (24x36) complete, bound hard copies of the record drawings DUE ONCE APPROVED by the BCWS Engineering Department
	Electronic (AutoCAD 2015 or earlier, or if drawn in Civil 3D, export the file to standard AutoCAD format) DUE ONCE APPROVED by the BCWS Engineering Department

EASEMENT PLATS / SUBDIVISION PLATS WITH EASEMENTS

<i>Item Uploaded</i>	<i>Item Description</i>
	One (1) unrecorded or recorded plat
	Three (3) recorded plats DUE ONCE APPROVED by the BCWS Engineering Department

REAL PROPERTY PLATS FOR PUMP STATION PARCEL

<i>Item Uploaded</i>	<i>Item Description</i>
	One (1) unrecorded or recorded plat
	Three (3) recorded plats DUE ONCE APPROVED by the BCWS Engineering Department
	Legal Description (Microsoft Word format)

GENERAL DOCUMENTS

<i>Item Uploaded</i>	<i>Item Description</i>
	Engineer's Certification letter on letterhead
	Satellite Sewer System Permit (only for projects where SCDHEC requires an SSS)
	Appendix F2: Project Design Information sheet - Completed
	Appendix F30: BCWS Plan Submittal Checklist – Completed, signed, & dated
	Final Cost of Construction on Engineer's letterhead - Water
	Final Cost of Construction on Engineer's letterhead – Gravity Sewer
	Final Cost of Construction on Engineer's letterhead – Force Main
	Final Cost of Construction on Engineer's letterhead – Pump Station – all costs broken down as follows: *Pumps and Controls *Wetwell Construction *Wetwell Labor & Subcontractors *Wetwell Coating *Fill Dirt *Piping for Pump Station *Generator & Electrical *Generator 1 Year Maintenance *Hoist Inspection *Concrete Slab *Mechanical *Rock *Paving *Fencing *Balance of Labor & Miscellaneous *Total Pump Station Cost

WATER MAIN EXTENSION – TEST RESULTS

<i>Item Uploaded</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605, and BCWSA 02670)
	Bacteriological (IAW AWWA C651 and BCWSA 02675) Due upon anticipation of approval of Record Drawings / Transfer Package
	Tracer Wire Continuity test certification letter (for projects entering contracts with BCWS after July 1, 2010)

GRAVITY SEWER EXTENSION – TEST RESULTS

<i>Item Uploaded</i>	<i>Item Description</i>
	Air Test (IAW UNI-B-6-90 and BCWSA 02730)
	Deflection Test (IAW BCWSA 02730)
	CCTV Inspection Videos (for projects entering contracts with BCWS after July 1, 2010) Hard copy submittal on CD required. Do not upload CCTV files to the E-Review Portal.ⁱⁱ

FORCE MAIN EXTENSION – TEST RESULTS

<i>Item Uploaded</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605, and BCWSA 02670)
	Tracer Wire Continuity test certification letter (for projects entering contracts with BCWS after July 1, 2010)

PUMP STATION INSTALLATION – DUE IN ENTIRETY ONCE PUMP STATION DRAWDOWN IS COMPLETE.

REQUIRED DOCUMENTATION & PARTS

<i>Item Uploaded</i>	<i>Item Description – All items in this list are required in hard copy formatⁱⁱⁱ</i>
	Hoist / Crane OSHA Certification (for projects with hoists)
	Back Flow Prevention Device Test – due once Water Permit to Operate is issued
	Certified Factory Test for Generator
	Five Year Warranty for Generator
	One Year Maintenance Agreement for Generator
	TWO (2) complete O&M Manuals w/ parts list for Generator
	TWO (2) complete O&M Manuals w/ parts list for Pumps
	TWO (2) Catalog cuts and Wiring diagrams
	ONE (1) MultiSmart O&M Manual on a disc
	TWO (2) sets of Impellor information for Pumps
	TWO (2) Performance Tests for Pumps
	Coating Manufacturer’s Certification Letter for above ground piping
	ONE (1) Basic repairs kit to include: Complete set of seals, bearings, & O-rings for one pump
	ONE (1) Hydraulic Kit to include: Impellor, bottom plate or wear ring, and all necessary hardware for one pump.

TEST RESULTS

<i>Item Uploaded</i>	<i>Item Description</i>
	Pump Performance (Drawdown test)
	Generator Startup Report

OTHER INFORMATION

<i>Item Uploaded</i>	<i>Item Description</i>
	Electric Account Information (Meter #, Account #, Account Holder)
	Water Account Information (Account #, Account Holder) – due once Water Permit to Operate is issued

ⁱ Please see Appendix F25 for design criteria for record drawings.

ⁱⁱ Submit CCTV videos to BCWS Engineering, Attn: Administrative Support Specialist for processing.

ⁱⁱⁱ Submit Pump Station documentation to BCWS Engineering, Attn: Administrative Support Specialist for processing.