

HIGHLINE WATER DISTRICT Pre-Construction Meeting Checklist

Project: _____

Date: _____

Statement: This is a partial list. Refer to local jurisdictions for a complete list of requirements.

1.	Contractor must give Highline Water District 72-hours notice (3 working days) to begin construction, request staking, testing, or inspections. Contractor must call for locates (1-800-424-5555) prior to ANY excavation work. Contract/Bond/Insurance and Right-of-Way Permit required.
2.	Contractor must have a signed and authorized plan on SITE before any start work notification. The plans are distributed at the preconstruction meeting.
3.	Crushed rock (5/8") or CDF in right-of-way crossings (dependent upon ROW use permit).
4.	Minimum cover over pipe dependent upon jurisdiction requirements. (42" minimum/60"maximum).
5.	Contractor must verify existing water main for elevation and angle. (Recommended as first item done before any pipe installation).
6.	Highline Water District Inspector must inspect all materials before any work begins.
7.	Blocking (see blocking table detail).
8.	Fire hydrant restraint (see fire hydrant detail). Include drain kit when installing hydrant.
9.	Soil pipe to be used as valve box extensions.
10.	Major changes will be submitted to Highline Water District for authorization. HWD inspector has authorization to approve minor changes.
11.	Coordinate work to be inspected before backfilling.
12.	No unsuitable materials are allowed in water main trench.
13.	No holes are to be left open without being secured.
14.	Watertight plugs to be used in water main at all times during construction.
15.	The Contractor may not operate valves on the existing water system without Highline Water District approval.
16.	It is the Contractor's responsibility to submit a traffic plan to the local jurisdiction for their approval. (See #1)
17.	The Contractor must meet trench safety requirements.
18.	Horizontal deflection in the pipeline allowed only with the authorization of Highline Water District.
19.	Sub-grade for pipeline trench (area) must be in before excavation begins.
20.	Compaction standards must be met. Highline Water District reserves the right to require compaction tests at the expense of the developer/contractor.

HIGHLINE WATER DISTRICT Pre-Construction Meeting Checklist

Project: _____

Date: _____

Statement: This is a partial list. Refer to local jurisdictions for a complete list of requirements.

21.	Contractor shall have a visible line layout of the water main before construction begins.
22.	Offset staking to verify location of water main must be in place for all fittings before construction begins.
23.	The fire by-pass meter must be purchased from and installed by Highline Water District.
24.	The District will drill the hole in the vault lid for the end-point. The Developer/Contractor shall provide a 2" hole for the end-point installation if the DDCVA is located inside the building.
25.	Contractor must contact the Project Inspector to request a punch list inspection of the project. Water will not be provided to the project until all punch list items are completed. This includes project backflow tests, Utility Easements, Bill of Sale, Right of Entry, Maintenance Bond and as-built drawings. Domestic water will not be provided to the project until the field punch list is complete and all of the required tests and forms are submitted.
26.	Existing District facilities located within the project construction site must be maintained according to District standards. Any facilities, new or existing, adversely affected by project construction will become punch list items. All punch list items must be completed per current District standards before domestic water will be provided.
27.	Final project approval cannot occur until the Water Quality Coordinator receives satisfactory test results from a certified backflow tester as chosen by the Developer/Contractor. The Construction Observer will notify the Contractor regarding cross connections identified in the field. It is the responsibility of the Developer/Contractor to ensure a Department of Health (DOH) approved backflow device is installed before final approval. (See #25)
28.	Any after-hours work must be coordinated and approved by HWD and local jurisdiction. All after-hours work will be charged as overtime.
29.	All meters 2" and smaller, have an 18" copper or brass nipple installed on the setter outlet. This tailpiece must remain attached to the setter, connected to the private service line, and exposed for inspection when the meter hang is requested. If the backside of the service has not been exposed for inspection and/or the 18" tailpiece has been removed, the water meter will not be installed. A second inspection will be scheduled upon request provided the items listed have been corrected. See HWD Standard Detail 21 & 22 for more information.

*Attach copy of meeting sign-in sheet with this document and place in DE Project File.