

### CFPUA PRE-CON CHECKLIST

- 1. CFPUA Technical Specifications, Material Specification Manual and Details must be followed.
- 2. For scheduling purposes, the contractor must give two business days' notice (by e-mail) to the assigned CFPUA inspector (the exact date will be determined by the CFPUA Inspector and CFPUA Operations schedule) for each of the following:
  - When construction begins
  - Operating any CFPUA valve (including tapping, tie-in, fire line or service valves)
  - If the contractor pulls off the site for more than two (2) weeks
  - Installing a sewer main out of a tie-in to an existing manhole
  - Cutting in a new manhole on an existing line
  - Coring an existing manhole
  - Tapping an existing sewer main, water main or force main.
  - Any bores and threading carrier pipes
  - All camera work, testing, chlorination, and water sampling
  - Setting up or operating a sewer by-pass
- 3. The contractor is to notify the Design Engineer with any request to deviate from the CFPUA approved For Construction stamped plans. The Design Engineer will then notify the CFPUA Construction Project Manager for review and final approval by CFPUA. The design engineer and CFPUA Construction Project Manager must approve the deviation prior to work beginning.
- 4. Any changes to CFPUA details must be approved by the CFPUA Construction Project Manager. These changes will be noted/clouded on CFPUA Detail Sheet.
- 5. Notify the CFPUA Inspector when material is delivered to the job site for verification that materials meet CFPUA Technical Specifications, Material Specification Manual, or approved submittal.
- 6. No CFPUA valve shall be operated without a CFPUA Inspector or CFPUA Water Quality employee present.
- 7. Any work after normal working hours (Monday – Friday 7:00 AM – 3:30 PM) must be pre-approved and scheduled with the CFPUA Project Manager and Inspector. An “After Hours Inspection Fee” will be charged unless after hours work is required by CFPUA.
- 8. All shutdowns must be pre-approved and scheduled with the CFPUA Project Manager and Inspector. They will coordinate with the proper CFPUA departments. Shutdowns on critical lines will require a pre-shutdown meeting. Additional information and pre-inspection of material will be required.
- 9. No cutting in of manholes on existing sewer, water or sewer force main tie-ins or shutdowns will be made on Friday thru Monday unless pre-approved by CFPUA Operations.
- 10. It is the Contractor's responsibility to request CFPUA Standard Operating Procedures for items not covered in the Technical Specifications, Material Specification Manual and Details (i.e., abandoning infrastructure, work on older materials, shut down procedures, coring locations in manholes).

- 11. For meters 3” or greater, when the meter vault installation is approved and the main/service line is certified and activated (if permitted), and the back flow inspection has been completed and passed by CFPUA Community Compliance the CFPUA Inspector will send an email to the Developer, Builder, Contractor and CFPUA Meter Services that a “Large Meter Set Installation Appointment” can be requested. The contractor will call (910)332-6550 to make the request two business days in advance.
- 12. It is the Contractor’s responsibility to verify that corporation stops, or valves are open on all services
- 13. Boring and Jacking
  - Approved “Boring and Jacking Plan” per CFPUA SPECS (33 05 07.23).
  - Approved pipe (mechanical or restrained joints) to be used when main is to be operating under pressure per CFPUA SPECS (33 05 07.23 and 33 05 09.33).
- 14. Sewer Bypass Pumping (CFPUA Spec 01 51 00)
  - Must submit and have approved a “Bypass Pumping Plan” per CFPUA SPECS (01 51 00 1.4).
  - All bypass pumping operations must be monitored 24 hours / 7 days a week.
  - Monitoring person must be properly trained, experienced, and mechanically qualified.
- 15. In the event of a water/sewer main line or service break, the CFPUA Emergency number (910-332-6565) will be called immediately. Then, the CFPUA Inspector will be notified to assist in obtaining the proper response, if any, from CFPUA.
- 16. In the event an acceptance test, i.e. hydro test, bac-t sample, chlorination, air, vacuum ... has to be repeated at no fault of CFPUA a “Water/Sewer Line Acceptance Testing Reinspection” fee will apply. If the testing is after normal working hours (Monday – Friday 7:00 AM – 3:30 PM) a “Water/Sewer Line Acceptance Testing Reinspection – After Hours Fee” will apply.
- 17. Shrubs, bushes, trees and similar vegetation shall be planted in a manner that will provide a minimum of three feet unrestricted access from the meter box and clean-out to the road. No shrubs, bushes, or trees shall be planted within three feet around the meter box or clean-out that may hinder Authority’s ability to maintain infrastructure. Small (less than 18” diameter and height), shallow rooted or seasonal planting may be approved within three feet of the meter box or cleanout, provided that these plantings do not hinder the Authority’s ability to access and maintain the infrastructure at the planting’s mature growth.
- 18. The installation of electrical, phone and cable transformers and pedestals are to be installed at a minimum of 1’ to 1’ separation from CFPUA appurtenances to include manholes, sewer cleanouts and water meters.
- 19. As built and CCTV inspections are completed in the order that they are received. The typical review time is generally ten (10) to fifteen (15) business days for CCTV and five (5) to twenty (20) business days for as-built’s but will depend on the complexity of the project, size, and quality of the submittal.
- 20 Provide a minimum of six (6) inches of separation between edge of manhole core holes and manhole barrel joints. Provide a minimum of six (6) inches separation between edges of core holes. Coring the manhole cone section is not allowed. All manhole main line and service piping shall be installed at a minimum of crown to crown of the largest diameter pipe.



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- 21 Prior to the contractor scheduling a tap inspection the following items must be completed:
  - All CFPUA fees must be paid.
  - A copy of the NCDOT encroachment agreement or City of Wilmington Street Cut permit must be sent to the CFPUA Construction Project Manager.
  - If an NC DOT Encroachment has been obtained, a separate NC DOT Pre-Con must be conducted. If any changes are made to the approved CFPUA utility plans during the NCDOT pre-con, the project engineer of record must submit revised plans to CFPUA for approval.
  - If an encroachment or street cut permit is not required, an email from the owner of the right of way stating such must be sent to the CFPUA Construction Project Manager.
  
- 22 All water services will be opened and flushed during the initial flushing of the system. The CFPUA Inspector will witness and confirm that all services had water available at the meter setter.
  
- 23. If water meter boxes or sewer cleanouts are installed outside of the right of way, they must be a minimum of 5' from the public utility easement line.
  
- 24. As-builts shall incorporate Contractor's final survey and shall accurately represent final horizontal alignments and vertical depths with respect to final grade. Provide Contractor's final survey, including all horizontal and vertical direction changes, or at every 200 feet for water mains and force mains. Survey shall include final grade.
  
- 25. Failure to comply with any of the above-mentioned items shall result in CFPUA Community Compliance issuing a Notice of Violation for failure to comply.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
CFPUA File #

\_\_\_\_\_  
Contractor Signature (required)

Date: \_\_\_\_\_

\_\_\_\_\_  
CFPUA Project Manager/Project Engineer Signature

Date: \_\_\_\_\_