City of Winston-Salem, North Carolina
Department of Public Works – Engineering Division

Construction Checklist

Project Number: ___________________________ Contract Number: __________________

Project Name: _______________________________________________________________

Owner/Contractor: ____________________________________ Date: __________________

Construction Inspector: ________________________________ Date: __________________

Construction Inspector Supervisor: _______________________ Date: __________________

This list includes the minimum requirements for final inspection. Other items not on this list
may be required in order to comply with Engineering Division specifications. Items that do
not apply will be marked “N/A”. All other items should have check marks. The checklist
consists of three sections (Water, Sanitary Sewer, and Roadway). Attach only the section(s)
that apply to this project. This list is to be filled out and signed by the Owner for
subdivisions or the Contractor for City contracts, prior to requesting a final inspection. After
all items are verified by the Engineering Division, the Inspector and his Supervisor will sign
the checklist and include it with the Final Inspection Report.
Water

_______ Stub outs pressure tested to plug
_______ Valves for stub outs fully operated and left closed
_______ All other valves fully operated and left open
_______ Nuts centered in valve boxes
_______ Structures - concrete collars 1” below final grade, asphalt around structures
_______ Max. 1/8” gap between valve boxes and covers
_______ Approx. 4” from 8” riser pipes to top of valve boxes
_______ Hydrants field painted
_______ Hydrant flanges 1” – 6” above ground
_______ Breakable couplings moved up (hydrant extension)
_______ Hydrants fully operated and left closed
_______ Hydrants weep properly
_______ Hydrant threads checked for W-S standard
_______ Hydrant caps and chains in place
_______ Hydrants restrained to main
_______ Hydrants plumb
_______ Hydrants blocked and #57 stone placed properly
_______ 3’ clearance around all hydrants
_______ “Water” cast into manhole covers
_______ Connections in front of proper lots
_______ Angle valves approximately 12” below ground
_______ Inspector observed D.I. pipe (restrained joint) being installed inside encasement
_______ Angle valves opened fully to make sure water is on for each connection

November 2008
Sanitary Sewer

_______ MH lift holes plugged
_______ Outside MH joints sealed w/ min. 6” wide butyl tape
_______ MH steps in proper place (not over pipe)
_______ No infiltration in MH’s or pipe
_______ Structures - concrete collars 1” below final grade, asphalt around structures
_______ MH type matches plan
_______ Type 2 rings bolted to cone
_______ Type 2 covers bolted down (2 bolts)
_______ Type 3 covers bolted down (4 bolts)
_______ Type 3 gaskets in place
_______ Type 2 & 3 bolts tested w/magnet
_______ Outfall MH’s 2’ above ground (flush w/ground in yards)
_______ Type B MH’s 1’ above ground
_______ Vent pipes at proper elevation
_______ Fence gates w/padlocks installed
_______ MH’s and pipe inside permanent easement and/or R/W
_______ Cleanouts flush w/ground in yards, 3’ above ground on outfalls
_______ Cleanouts min. 4’ deep
_______ Cleanout inverts are visible
_______ Connections in front of proper lots
_______ Tailpieces extended to R/W or easement
_______ Inspector observed D.I pipe (restrained joint) being installed inside encasement

November 2008
Roadway

_______ Back of curb to back of curb distances match plan
_______ Crown and quarter point of road checked every 50’
_______ Soil densities attached
_______ Stone densities attached
_______ Asphalt densities attached
_______ Structures - concrete collars 1” below final grade, asphalt around structures
_______ Front inside wall of catch basins flush with front of frames (within 3”)
_______ Proper grates in place
_______ The number 840.03 and name of foundry cast on all frames and grates
_______ Broken curb and gutter replaced
_______ Asphalt thickness matches plan
_______ Not trapping water (gutter, street, etc.)
_______ Catch basins, manholes, and pipe free from sediment, stone, etc.
_______ Backfill behind all curb
_______ Asphalt matches gutter (max. ¼” above, but not below)
_______ Shoulder width and slope matches plan
_______ Seeding and mulching complete prior to final 1” of asphalt
_______ Wheelchair ramps properly installed (including raised truncated domes)