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

Construction Checklist

Project Number: ___________________________  Contract Number: __________________

Project Name: _______________________________________________________________  

☐ Proof of Payment has been submitted (please check prior to submitting checklist)

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.

Rev. November 2019
Water

_____ Meter boxes installed per spec, to grade, bride under box and cleaned inside

_____ 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 riser pipes to top of valve boxes

_____ Hydrants cleaned and touch-up painted as needed

_____ 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 national standard thread

_____ Hydrant caps and chains in place

_____ Blow-off installed per spec

_____ Hydrants plumb

_____ Water connections installed to right-of-way

_____ 3’ clearance around all hydrants

_____ “Water” cast into manhole covers

_____ Connections in front of proper lots

_____ Angle valves approximately 12” to 18” below lid, both opened fully to make sure water is on

_____ Inspector observed D.I. pipe (restrained joint) being installed inside encasement

Rev. November 2019
Sanitary Sewer

- Sewer connections installed per spec in front of the correct lot
- 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
- 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
- Sewer service on the right-of-way with a minimum 5’ tailpiece
- Inspector observed D.I. pipe (restrained joint) being installed inside encasement
- Sewer connections in driveways have a recessed cap

Rev. November 2019
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
- 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 and tabs on the bottom of all grates so lids fit properly
- Grates checked to verify they lift up for maintenance access
- The number 840.03 and name of foundry cast on all frames and grates
- Broken curb and gutter, sidewalks and driveway aprons within right-of-way 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)
- All expansion joints cut and sealed per spec
- Inverts in all catch basins and ditch inlets mudded up

Rev. November 2019