

# **CHECKLIST FOR PROPERTY SERVICE CONNECTIONS AND FINAL RECORD DRAWING DATA**

## **THE INLET SHEET**

- Check the description of the manhole - correct address? Sufficient information to locate manhole?
- Check the description of the location - correct distance and direction from manhole? Correct distance and direction from property line?
- Compare depth, length, and size on the plans with the inlet sheet and verify that they match.
- All spaces on the inlet sheet are filled out.
- The information at the top of the inlet sheet is completed.

## **THE PLANS**

- Check the plotting of the connection by scaling on the plans.
- Compare depth, length, and size on the plans with the inlet sheet and verify that they match.

## **FINAL RECORD CHECKLIST**

- Alignment changes - changes in station on: manholes, catchbasins or surface inlets, headwalls, retaining walls, slope protection, channel linings
- Alignment Changes - changes in elevation for: inverts, rims (to the nearest tenth), surface inlet grates (to the nearest hundredth), flow lines, structures
- Changes in structures - manhole collar size, pipe sizes, lengths, slopes, angles, type of backfill, caps, encasements, offset distances of structures
- Property service connections - use above checklist
- Changes for pump stations and wastewater treatment plants - pipe sizes, electrical controls, exhaust and ventilation systems, pump modifications, inverts and level controls, equipment layout modifications, building modification
- The land surveyor shall stamp and sign ALL SHEETS in the space provided.
- Chimney Seal types shown at each manhole location below Stationing.