

**HIGHLINE WATER DISTRICT
Pre-Construction Meeting Checklist**

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

1.	Contractor must give District a 72-hour 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.
2.	Contractor must have a signed and authorized plan on site.
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.
5.	Contractor must verify existing water main for elevation and angle.
6.	Highline Water District Construction Observer must inspect all materials.
7.	Blocking (see blocking table detail).
8.	Fire hydrant restraint (see fire hydrant detail).
9.	Soil pipe to be used as valve box extensions.
10.	Changes will be submitted to Highline Water District for authorization.
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 operate no 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.
17.	The Contractor must meet trench safety requirements.
18.	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.
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.	Contractor must contact the Project Inspector to request a punchlist inspection of the project. Water will not be provided to the project until all punchlist items are completed. This includes project backflow tests, Utility Easements, Right Of Entry form, Bill of Sale and as-built drawings.
24.	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 water will be provided.
25.	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.