



MAINTENANCE PACKAGE CHECKLIST

Subdivision Name: _____ **Date:** _____
Phase: _____ **Stage:** _____
30T and R.P. Number: _____ **Developer:** _____

| No. | Item Description | Included | | | Comments |
|-----|------------------|----------|----|-----|----------|
| | | Yes | No | N/A | |

1.0 Letters

| | | | | | |
|-----|------------------------------------|--|--|--|--|
| 1.1 | Formal Letter of Request | | | | |
| 1.2 | Engineer's Letter of Certification | | | | |

2.0 Inspection Reports

| | | | | | |
|-----|----------------------------------|--|--|--|--|
| 2.1 | Daily | | | | |
| 2.2 | E & S Control Monitoring Reports | | | | |

3.0 Sewers

3.1 *Sanitary Sewers (Read Note 5)**

| | | | | | |
|-------|--|--|--|--|--|
| 3.1.1 | Mandrel Test | | | | |
| 3.1.2 | Satisfactory CCTV Video Report (attach highlighted General Servicing Plan) | | | | |
| 3.1.3 | Commencement of Warranty Form | | | | |
| 3.1.4 | Leakage/Infiltration Test | | | | |
| 3.1.5 | Backfill Material Testing | | | | |
| 3.1.6 | Pipe Bedding Material Testing | | | | |
| 3.1.7 | Inspection - Clearance from Operations (Email) | | | | |

3.2 *Storm Sewers (Read Note 5)**

| | | | | | |
|-------|--|--|--|--|--|
| 3.2.1 | Mandrel Test | | | | |
| 3.2.2 | Satisfactory CCTV Video Report (attach highlighted General Servicing Plan) | | | | |
| 3.2.3 | Commencement of Warranty Form | | | | |
| 3.2.4 | Leakage/Infiltration Test | | | | |
| 3.2.5 | Backfill Material Testing | | | | |
| 3.2.6 | Pipe Bedding Material Testing | | | | |
| 3.2.7 | Inspection - Clearance from Operations (Email) | | | | |

3.3 *GWMS Sewers (Read Note 5)**

| | | | | | |
|-------|--|--|--|--|--|
| 3.3.1 | Mandrel Test | | | | |
| 3.3.2 | Satisfactory CCTV Video Report (attach highlighted General Servicing Plan) | | | | |
| 3.3.3 | Commencement of Warranty Form | | | | |
| 3.3.4 | Leakage/Infiltration Test | | | | |
| 3.3.5 | Backfill Material Testing | | | | |
| 3.3.6 | Pipe Bedding Material Testing | | | | |
| 3.3.7 | Inspection - Clearance from Operations (Email) | | | | |

***Please Refer to Notes on Page 3 of this Check List**



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| No. | Item Description | Included | | | Comments |
|-----|------------------|----------|----|-----|----------|
| | | Yes | No | N/A | |

4.0 Watermain

| | | | | | |
|--------|---|--|--|--|--|
| 4.1 | Initial Inspection (See Note 1)*: | | | | |
| 4.1.1 | Swabbing Inspection Report | | | | |
| 4.1.2 | Chlorination/Dechlorination Inspection Report | | | | |
| 4.1.3 | Pressure and Leakage Test Report | | | | |
| 4.1.4 | Tracer Wire - Conductivity Test | | | | |
| 4.1.5 | Satisfactory Bacteriological Test Results | | | | |
| 4.1.6 | Backflow Prevention Device Certification | | | | |
| 4.1.7 | Satisfactory Initial Inspection by Consultant | | | | |
| 4.1.8 | Proposed (See Note 4)* or Red Line Drawings | | | | |
| 4.1.9 | Digital Photographs | | | | |
| 4.1.10 | Chlorine Residual Maintenance Plan | | | | |
| 4.2 | Satisfactory Inspection by Utilities (Memo) | | | | |
| 4.3 | Final As Recorded Watermain Ties (See Note 2)*: | | | | |
| 4.3.1 | Digital (TIF or PDF) | | | | |
| 4.3.2 | (1) Hard Copy | | | | |

*Please Refer to Notes on Page 3 of this Check List

5.0 Roads - Sub-grade, Granular "A" and Granular "B" Material

| | | | | | |
|-----|--|--|--|--|--|
| 5.1 | Granular "B" Material Sieve Analysis | | | | |
| 5.2 | Granular "A" Material Sieve Analysis | | | | |
| 5.3 | Sub Grade - Geotechnical Certification | | | | |
| 5.4 | Granular "B" Material Compaction Test Report | | | | |
| 5.5 | Granular "A" Material Compaction Test Report | | | | |

6.0 Roads - Base Asphalt

| | | | | | |
|-----|---|--|--|--|--|
| 6.1 | Mix Design | | | | |
| 6.2 | Full Marshall Test Results | | | | |
| 6.3 | Compaction Test Results | | | | |
| 6.4 | Inspection - Clearance from Engineering (Email) | | | | |

7.0 Roads - Concrete Curb and Gutter

| | | | | | |
|-----|---|--|--|--|--|
| 7.1 | Air Test | | | | |
| 7.2 | Slump Test | | | | |
| 7.3 | Strength Test | | | | |
| 7.4 | Inspection - Clearance from Engineering (Email) | | | | |

8.0 As Recorded Information

| | | | | | |
|-------|--|--|--|--|--|
| 8.1 | As Recorded Drawings (Engineering Drawings): | | | | |
| 8.1.1 | Digital Copy (TIF or PDF) | | | | |
| 8.1.2 | (1) Hard Paper Copy | | | | |
| 8.1.3 | (1) Hard Mylar Copy | | | | |



MAINTENANCE PACKAGE CHECK LIST

| No. | Item Description | Included | | | Comments |
|-------|--|----------|----|-----|----------|
| | | Yes | No | N/A | |
| 8.2 | As Recorded Drawings (Asset Drawings): | | | | |
| 8.2.1 | AutoCAD Format | | | | |
| 8.2.1 | AutoCAD Format (Clean Version) | | | | |
| 8.3 | Complete As Recorded Tracking Form | | | | |
| 8.4 | As Recorded Sewer Design Sheets | | | | |

9.0 Bridge/Culverts

| | | | | | |
|-----|---|--|--|--|--|
| 9.1 | OSIM Standard Form (Pgs.1 and 4 Only) | | | | |
| 9.2 | Satisfactory OSIM Inspection (Pg. 3 Only) | | | | |

10.0 Urban Forestry

| | | | | | |
|------|---------------------------------------|--|--|--|--|
| 10.1 | Approval of Master Tree Planting Plan | | | | |
|------|---------------------------------------|--|--|--|--|

11.0 Streetlighting

| | | | | | |
|------|---|--|--|--|--|
| 11.1 | Ornamental Streetlighting Maintenance Fee | | | | |
|------|---|--|--|--|--|

Notes:

- 1) Items 4.1.1 to 4.1.10 are to be sent directly to Kitchener Utilities, prior to requesting an inspection through Leslie Molina
- 2) Items 4.3, 4.3.1 and 4.3.2 are to be sent directly to Engineering - Leslie Molina Only
- 3) The "Initial Acceptance Package" is to be sent directly to Engineering - Leslie Molina Only
- 4) Proposed "Overall Site Servicing" drawings (1) Copy or Red Lines Drawings if changes were made.
- 5) Please provide (2) copies of the "Proposed Overall Site Servicing" drawings at the Inspection Meeting

We _____ certify the above and hereby recommend official commencement of the 24 months warranty period.

Consultant's Signature

P. Eng/C.E.T Stamp

For City Use Only

| | |
|----------------------------------|--|
| CS Operations Clearance: | |
| CS Parks Clearance: | |
| Kitchener Utilities Clearance: | |
| IS - Engineering CCTV Clearance: | |
| IS - Engineering Clearance: | |
| FINAL ACCEPTANCE DATE: | |

Reviewed by: _____

Signature: _____