## MAINTENANCE PACKAGE CHECKLIST

### Subdivision Name: ___________________________  Date: ___________________________

### Phase: ___________________________  Stage: ___________________________

### 30T and R.P. Number: ___________________________  Developer: ___________________________

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
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<th>Comments</th>
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<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

### 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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### 4.0 Watermain

#### 4.1 Initial Inspection (See Note 1)*:

1. Swabbing Inspection Report
2. Chlorination/Dechlorination Inspection Report
3. Pressure and Leakage Test Report
4. Tracer Wire - Conductivity Test
5. Satisfactory Bacteriological Test Results
6. Backflow Prevention Device Certification
7. Satisfactory Initial Inspection by Consultant
8. Proposed (See Note 4)* or Red Line Drawings
9. Digital Photographs
10. Chlorine Residual Maintenance Plan

#### 4.2 Satisfactory Inspection by Utilities (Memo)

#### 4.3 Final As Recorded Watermain Ties (See Note 2)*:

1. Digital (TIF or PDF)
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):

1. Digital Copy (TIF or PDF)
2. (1) Hard Paper Copy
3. (1) Hard Mylar Copy

*Please Refer to Notes on Page 3 of this Check List
## MAINTENANCE PACKAGE CHECK LIST

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<tbody>
<tr>
<td>8.2</td>
<td>As Recorded Drawings (Asset Drawings):</td>
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<tr>
<td>8.2.1</td>
<td>AutoCAD Format</td>
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<tr>
<td>8.2.1</td>
<td>AutoCAD Format (Clean Version)</td>
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<td>8.3</td>
<td>Complete As Recorded Tracking Form</td>
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<tr>
<td>8.4</td>
<td>As Recorded Sewer Design Sheets</td>
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<tr>
<td>9.0</td>
<td><strong>Bridge/Culverts</strong></td>
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<td>9.1</td>
<td>OSIM Standard Form (Pgs.1 and 4 Only)</td>
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<td>9.2</td>
<td>Satisfactory OSIM Inspection (Pg. 3 Only)</td>
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<td>10.0</td>
<td><strong>Urban Forestry</strong></td>
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<td>Approval of Master Tree Planting Plan</td>
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<td><strong>Streetlighting</strong></td>
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<tr>
<td>11.1</td>
<td>Ornamental Streetlighting Maintenance Fee</td>
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### 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

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

Consultant's Signature                                                  P. Eng/C.E.T Stamp

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**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: ___________________________