



BCWS Close-Out Submittal Checklist

Include this checklist and the following items when submitting a **close-out package** to BCWS.

Submit all close out submittal documents online at <https://berkeleycountysc.gov/energoinfo>. All items are required to be in PDF format unless otherwise specified on this checklist. All items are required with a first submittal unless noted in the item description. Always use the most up-to-date forms found on www.bcws.berkeleycountysc.gov.

See Appendix F20 for file naming conventions. These naming conventions are required to be used when uploading files to WSPD plan cases.

Project Name: _____

RECORD DRAWINGS

<i>Item Attached</i>	<i>Item Description</i>
	ONE complete set of record drawings, combined in a single pdf file (produced from the AutoCAD files so the sheets are clear and scalable) ⁱ
Not applicable w/ initial submittal	TWO full size (24x36) complete, bound, signed, sealed, and dated hard copy drawings DUE ONCE APPROVED by the BCWS Engineering Department
Not applicable w/ initial submittal	Credit Card sized USB with PDF (signed, sealed, & dated) and CAD files (drawn in AutoCAD2015 or earlier, or in Civil 3D exported to standard AutoCAD format) DUE ONCE APPROVED by the BCWS Engineering Department

EASEMENT PLATS / SUBDIVISION PLATS WITH EASEMENTS

<i>Item Attached</i>	<i>Item Description</i>
	ONE unrecorded or recorded plat in pdf format
Not applicable w/ initial submittal	THREE recorded plats DUE ONCE APPROVED by the BCWS Engineering Department

REAL PROPERTY PLATS FOR PUMP STATION PARCEL

<i>Item Attached</i>	<i>Item Description</i>
	ONE unrecorded or recorded plat in pdf format
Not applicable w/ initial submittal	THREE recorded plats DUE ONCE APPROVED by the BCWS Engineering Department
	Legal Description (Microsoft Word format)

GENERAL DOCUMENTS

<i>Item Attached</i>	<i>Item Description</i>
	Engineer's Certification letter on letterhead
	Appendix F2: Project Design Information sheet to include attorney and contractor
	Appendix F30: BCWS Plan Submittal Checklist – completed, signed, & dated
	Final Cost of Construction on Engineer's letterhead - Water
	Final Cost of Construction on Engineer's letterhead – Gravity Sewer
	Final Cost of Construction on Engineer's letterhead – Force Main
	Final Cost of Construction on Engineer's letterhead – Pump Station – all costs broken down <ul style="list-style-type: none"> • Pumps and Controls • Wetwell Construction • Wetwell Labor & Subcontractors • Wetwell Coating • Fill Dirt • Piping for Pump Station • Generator & Electrical • Generator 1 Year Maintenance • Hoist Inspection • Concrete Slab • Mechanical • Rock • Paving • Fencing • Balance of Labor & Miscellaneous • Total Pump Station Cost

WATER MAIN EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605, and BCWSA 02670)
Not applicable w/ initial submittal	Bacteriological (IAW AWWA C651 and BCWSA 02675) Due after issuance of Transfer Package.
	Tracer Wire Continuity test certification letter (for projects entering contracts with BCWS after July 1, 2010)

GRAVITY SEWER EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Air Test (IAW UNI-B-6-90 and BCWSA 02730) and Deflection Test (IAW BCWSA 02730)
Hard Copy Required	CCTV Inspection Videos (for projects entering contracts with BCWS after July 1, 2010) Hard copy submittal on Credit Card sized USB required. Do not upload to plan case.ⁱⁱ
Hard Copy Required	Engineer's CCTV certification letter ⁱⁱⁱ

FORCE MAIN EXTENSION – TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pressure Test (IAW AWWA C600, C605, and BCWSA 02670)
	Tracer Wire Continuity test certification letter (for projects entering contracts with BCWS after July 1, 2010)

**PUMP STATION INSTALLATION
DUE IN ENTIRETY ONCE PUMP STATION DRAWDOWN IS COMPLETE.**

REQUIRED DOCUMENTATION & PARTS

<i>Item Attached</i>	<i>Item Description – <u>All items</u> in this list are required in hard copy format. For review purposes, the highlighted items will also be required to be uploaded to the plan case.^{iv}</i>
Hard Copy Required	Hoist / Crane OSHA Certification (for projects with hoists)
Hard Copy Required	Back Flow Prevention Device Test – due once Water Permit to Operate is issued
Hard Copy Required	Certified Factory Test for Generator – to be included in the O&M Manual
	Five Year Warranty for Generator – to be included in the O&M Manual
Hard Copy Required	One Year Service Contract for Generator – the warranty period will begin on the date of the issuance of the SCDHEC Permit to Operate
Hard Copy Required	TWO (2) complete O&M Manuals w/ parts list for Generator – to be included in the O&M Manual
Hard Copy Required	TWO (2) complete O&M Manuals w/ parts list for Pumps – to be included in the O&M Manual
Hard Copy Required	TWO (2) Catalog cuts and Wiring diagrams
Hard Copy Required	ONE (1) MultiSmart O&M Manual on a disc
Hard Copy Required	TWO (2) sets of Impellor information for Pumps – to be included in the O&M Manual
Hard Copy Required	TWO (2) Performance Tests for Pumps – to be included in the O&M Manual
	Coating Manufacturer’s Certification Letter for above ground piping
Hard Copy Required	ONE (1) Basic repairs kit to include: Complete set of seals, bearings, & O-rings for one pump
Hard Copy Required	ONE (1) Hydraulic Kit to include: Impellor, bottom plate or wear ring, and all necessary hardware for one pump.

TEST RESULTS

<i>Item Attached</i>	<i>Item Description</i>
	Pump Performance (Drawdown test) Hard copy required upon approval.
	Generator Startup Report Hard copy required upon approval.
	Backfill compaction testing report for wet well

OTHER INFORMATION

<i>Item Attached</i>	<i>Item Description</i>
	Electric Account Information (Meter #, Account #, Account Holder)
Not applicable w/ initial submittal	Water Account Information (Account #, Account Holder) DUE ONCE Water Permit to Operate is issued

ⁱ See Appendix F25 for design criteria for record drawings.

ⁱⁱ Submit CCTV videos to BCWS, Attn: BCWS Engineering for processing.

ⁱⁱⁱ Submit hard copy letter with CCTV videos to BCWS, Attn: BCWS Engineering for processing.

^{iv} Submit Pump Station documentation to BCWS, Attn: BCWS Engineering for processing.