

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Development Project Inspection Card



Project Name: _____
Project Address: _____
Contractor's Name: _____

Contractor's Phone: _____
Contractor's Email: _____

N/A = Inspection Item not applicable to this project

N/A	#	Inspection Type	Date Completed	Inspector Initials
1000 Administrative				
<input type="checkbox"/>	1001	Encroachment Permit		
<input type="checkbox"/>	1002	Pre-Construction Meeting		
<input type="checkbox"/>	1003	Punch List Issued		
<input type="checkbox"/>	1004	Punch List Work Complete		
<input type="checkbox"/>	1005	Completion Letter Issued		
<input type="checkbox"/>	1006	Warranty Inspection		
<input type="checkbox"/>	1007	Record Drawings Received		
2000 Water				
<input type="checkbox"/>	2001	Service Installations		
<input type="checkbox"/>	2002	Blow-Off Installations		
<input type="checkbox"/>	2003	Pipe Bedding Compaction		
<input type="checkbox"/>	2004	Trench Compaction Tests		
<input type="checkbox"/>	2005	RPBP Installation		
<input type="checkbox"/>	2006	RPBP Certification		
<input type="checkbox"/>	2007	Hydrostatic Test		
<input type="checkbox"/>	2008	Bacteria Test		
<input type="checkbox"/>	2009	Meter Set		
2100 Fire				
<input type="checkbox"/>	2101	Trench Compaction Tests		
<input type="checkbox"/>	2102	DDCV Valves		
<input type="checkbox"/>	2103	Fire Hydrant Installation		
<input type="checkbox"/>	2104	DDCV Certification		
<input type="checkbox"/>	2105	Post Indicator Valve Install		
<input type="checkbox"/>	2106	Hydrostatic Test		
<input type="checkbox"/>	2107	Meter Set		
<input type="checkbox"/>	2108	Fire Flow (Sac Metro)		
2200 Recycled Water				
<input type="checkbox"/>	2201	Hydrostatic Test		
<input type="checkbox"/>	2202	Pipe Bedding Compaction		
<input type="checkbox"/>	2203	Trench Compaction Test		
<input type="checkbox"/>	2204	Meter Set		
<input type="checkbox"/>	2205	Recycled Water Signage		
3000 Sewer				
<input type="checkbox"/>	3001	Lateral Installation		
<input type="checkbox"/>	3002	Manhole Installation		
<input type="checkbox"/>	3003	Pipe Bedding Compaction		
<input type="checkbox"/>	3004	Trench Compaction Tests		
<input type="checkbox"/>	3005	Flushing and Cleaning		
<input type="checkbox"/>	3006	Pressure Test Main & Lat's		
<input type="checkbox"/>	3007	Vacuum Test Manholes		
<input type="checkbox"/>	3008	Deflection/Mandrel Test		
<input type="checkbox"/>	3009	Video/TV Line - Before		
<input type="checkbox"/>	3010	Video/TV Line - After		
4000 Storm Drain				
<input type="checkbox"/>	4001	Pipe Installation		
<input type="checkbox"/>	4002	Manhole Installation		
<input type="checkbox"/>	4003	Storm Drain Struct. Inst.		
<input type="checkbox"/>	4004	Curb Inlets		
<input type="checkbox"/>	4005	Pipe Bedding Compaction		
<input type="checkbox"/>	4006	Trench Compaction Tests		
<input type="checkbox"/>	4007	Final Inspection		
5000 Concrete Work				
<input type="checkbox"/>	5001	Subgrade Compaction		
<input type="checkbox"/>	5002	AB Compaction Tests		
<input type="checkbox"/>	5003	Forms & Reinforcement		
<input type="checkbox"/>	5004	Curb & Gutter/Vertical Curb		
<input type="checkbox"/>	5005	Sidewalk and Driveways		
<input type="checkbox"/>	5006	ADA Ramps		
<input type="checkbox"/>	5007	Cross Gutters		
<input type="checkbox"/>	5008	Bus Pads		
<input type="checkbox"/>	5009	Final Inspection		
5100 Asphalt Concrete Pavement				
<input type="checkbox"/>	5101	Subgrade Compaction Test		
<input type="checkbox"/>	5102	AB Compaction Tests		
<input type="checkbox"/>	5103	AC Installation		
<input type="checkbox"/>	5104	Final Inspection		
5200 Signage and Striping				
<input type="checkbox"/>	5201	Cat-Track (Layout)		
<input type="checkbox"/>	5202	Striping & Delineation		
<input type="checkbox"/>	5203	Signage Installed		
<input type="checkbox"/>	5204	Final Inspection		
7000 Landscaping & Irrigation				
<input type="checkbox"/>	7001	Plant Species & Sizes		
<input type="checkbox"/>	7002	Irrigation Controller		
<input type="checkbox"/>	7003	Overspray & Runoff		
<input type="checkbox"/>	7004	Final Inspection		
Notes:				

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Contractor's Name: _____

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INSPECTOR'S VISIT LOG

Date Visited	Inspector	Reason for Visit

Punch List Procedures

When all items of work have been completed, a punch list may be requested by the contractor. Once an appropriate request for a punch list has been received, the inspector shall perform the following:

1. Notify the District Engineer and Director of Operations that the contractor is requesting a punch list.
2. Make a site visit with the punch list check list and go over the various items and fill out the check list.
3. Carefully study site and plans for items which are not on the check list and add them as necessary.
4. Once the check list is completed, fill out the punch list form.
5. Have the District Engineer review and approve (sign) the punch list form.
6. Place the original signed punch list in the job folder.
7. Provide a copy of signed punch list to the Contractor via Email.
8. Provide a copy of signed punch list to the District Engineer via Email.
9. Provide a copy of signed punch list to the Director of Operations via Email.
10. After the contractor has received the punch lists, follow up with the contractor for schedule of punch list work.
11. If contractor feels they should not have to complete some of the work on the punch list, discuss the matter with the District Engineer.
12. Inspect punch list work.

When all punch list work is completed:

1. Inspector shall notify the District Engineer and Director of Operations that the punch list work has been completed.
2. Calendar a one-year warranty inspection of the Project and notify the District Engineer and Director of Operations of said date.



Project Name: _____

Project Address: _____

Contractor's Name: _____

Contractor's Phone: _____

Contractor's Email: _____

Punch List Memorandum

Date: _____

To: _____

From: _____, District Inspector

Subject: Punch List - _____

The Rancho Murieta Community Services District (District) inspector has performed a preliminary final inspection on the project. The preliminary final inspection indicates the following items need to be corrected and re-inspected prior to the final acceptance by the District.

Punch List for _____

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____

Please contact me should there be any questions regarding the above. I can be reached at (____) ____-____, leave a message if phone is not answered. _____ e-mail.

_____, District Inspector

Cc: District Engineer
District Operations Manager
Contractor



Project Name: _____

Project Address: _____

Contractor's Name: _____

Contractor's Phone: _____

Contractor's Email: _____

Project Completion & Contractor As-Built Certification Form

Instructions: Contractor is to complete this form within 30 days of completion of permitted activities, as required by permit conditions. As-Built Drawings are to be submitted with this form.

Date of Certification: _____ **Name of Project:** _____

Contractor: _____ **Phone:** _____ **E-mail:** _____

Contractor Address: _____
(Street Address) (City) (Zip Code)

Owner: _____ **Phone:** _____ **E-mail:** _____

Owner Address: _____
(Street Address) (City) (Zip Code)

I HEREBY CERTIFY THAT (please choose accurately and check only one box)

I hereby notify the Rancho Murieta Community Services District of the completion of construction for the above-mentioned project and certify that it has been constructed in substantial conformance with the plans and specifications permitted by the District.

At the time of final inspection, the improvements were **NOT** completed in substantial conformance with the plans and specifications permitted by the District. That the engineer of record and/or contractor shall describe the substantial deviation(s) in writing and provide confirming depiction on the as-built drawings.

If there are any substantial deviations, plans must be submitted clearly labeled as "as-built" drawings reflecting substantial deviations.

Certification by Contractor:

By: _____
(Signature) (Print Name)

Date: _____
(Ca. License No)



Project Name: _____

Project Address: _____

Contractor's Name: _____

Contractor's Phone: _____

Contractor's Email: _____

Project Completion & Engineer of Record As-Built Certification Form

Instructions: Contractor is to complete this form within 30 days of completion of permitted activities, as required by permit conditions. As-Built Drawings are to be submitted with this form.

Date of Certification: _____ **Name of Project:** _____

Owner: _____ **Phone:** _____ **E-mail:** _____

Owner Address: _____
(Street Address) (City) (Zip Code)

Engineer of Record: _____ **Phone:** _____ **E-mail:** _____

Engineer Address: _____
(Street Address) (City) (Zip Code)

I HEREBY CERTIFY THAT (please choose accurately and check only one box)

I hereby notify the Rancho Murieta Community Services District of the completion of construction for the above-mentioned project and certify that it has been constructed in substantial conformance with the plans and specifications permitted by the District.

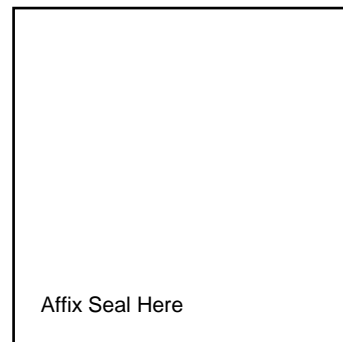
At the time of final inspection, the improvements were **NOT** completed in substantial conformance with the plans and specifications permitted by the District. That the engineer of record and/or contractor shall describe the substantial deviation(s) in writing and provide confirming depiction on the as-built drawings.

If there are any substantial deviations, plans must be submitted clearly labeled as "as-built" drawings reflecting substantial deviations.

Certification by Engineer of Record:

By: _____
(Signature) (Print Name)

Date: _____
(Ca. Registration No)



Project Name: _____

Project Address: _____

Contractor's Name: _____

Contractor's Phone: _____

Contractor's Email: _____

As-Built Certification – Drawing and Information Checklist

Following is a list of information this is to be verified and/or submitted by the Engineer of Record and/or Contractor.

1. All surveyed dimensions and elevations shall be certified by a registered surveyor licensed in the State of California.
2. The Engineer of Record and Contractor certification shall be based upon on-site observations of construction (scheduled and conducted by the registered professional of record or by a project representative under direct supervision) and review of as-built drawings, with field measurements and verification as needed, for the purpose of determining that the work was completed in accordance with the original permitted construction plans and specifications.
3. The as-built drawings are to be based on the permitted construction drawings revised to reflect any material deviations made during construction. Both the original design and constructed condition must be clearly shown. The plans need to be clearly labeled "AS-BUILT" drawings that clearly highlight (such as through redlines or clouds) all material deviations made during construction. The following information, at minimum, shall be verified on the as-built drawings, and supplemental documents if needed:
 - a. Discharge structures – Locations, dimensions and elevations of all, including weirs, orifices, gates, pumps, pipes, oil and grease interceptors;
 - b. Detention/Retention Area(s) – Size in acres, side slopes (h:v), dimensions, elevations, contours or cross sections of all, sufficient to determine stage-storage relationship of the storage area;
 - c. Grading – dimensions, elevations, contours, final grades or cross-sections to determine contributing grading areas, flow directions, and conveyance of runoff to the system discharge point(s);
 - d. Benchmark(s) – location and description;
 - e. Datum – all elevations should be referenced to a vertical datum clearly identified on the plans, preferably the same datum used in the permit plans.
 - f. All changes in material specification, type and/or size.
4. Any additional information or outstanding submittals required by permit conditions or to document permit compliance, other than long-term monitoring or inspection requirements.



Project Name: _____

Project Address: _____

Contractor's Name: _____

Contractor's Phone: _____

Contractor's Email: _____

Memorandum
District Inspection 1-Year Warranty Report

Date: _____

Warranty Bond No.: _____

To: _____

From: _____, District Inspector

Subject: Warranty - _____

The Rancho Murieta Community Services District (District) inspector has performed a 1-year inspection on the project on _____. The inspection indicates the following items need to be corrected. Corrections shall be made prior to the expiration date of the Warranty Bond on File with District.

Correction List for _____

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____

Please contact me should there be any questions regarding the above. I can be reached at (____) ____-____, leave a message if phone is not answered. _____ e-mail.

_____, District Inspector

Cc: District Engineer
District Operations Manager
Contractor