

## WATER AUTHORITY CLOSEOUT PACKAGE CHECKLIST

**PROJECT NUMBER & NAME:** \_\_\_\_\_

The following items are required for all closeout packages for projects requiring Water Authority acceptance. Service will not be provided until the items below have been provided in full and the Water Authority issues an acceptance letter for the infrastructure:

1.  Certificate of Substantial Compliance
2.  Project Description  
Include location, length of pipe (public water, non-potable, and public sewer), number of fire lines, water and sewer services, etc.
3.  Contractor's Final Invoice (or latest invoice showing final cost of ABCWUA infrastructure).
  - a. This must be itemized (lump sum costs are not acceptable) to show costs of each item of public water, public non-potable, and public sanitary sewer infrastructure.
  - b. Subtotals of water, non-potable, and sanitary sewer infrastructure must be shown as well as an overall total.
4. Material submittals
  - a.  Please include the current Water Authority approved product list with indication of items used. **DO NOT** include submittals for non-Water Authority infrastructure.
  - b. Include any submittals for items not on the Water Authority Approved Products List and that were approved by the Water Authority.
  - c. Do NOT include submittals that do not pertain to the public water, public non-potable, and public sanitary sewer infrastructure.
5.  Inspector logs
  - a. Include pictures of surface features, pipes, overall project, other pertinent infrastructure installed.
  - b. Include notes explaining the inspection being observed, and any issues that are observed and resolved.
6.  Construction survey notes (if applicable)
7.  Final inspection punch list
  - a. Include a letter from the engineer of record stating items have been corrected and date they were corrected.
  - b. Include a list of attendees for the final inspection.
8.  Correspondence  
All correspondence must be included and provided regarding the construction process.
9.  Requests for Information (RFIs)
10.  Change Orders
  - a. Must include all applicable changes in cost on the final invoice and be noted as a changed item including the associated costs.
  - b. Discuss the reason for the change order.
11. Test reports
  - a.  Hydrostatic
  - b.  Potability – tested by Water Authority inspection team and provided by Water Authority testing lab.
  - c.  Low Pressure Air and Mandrel
  - d.  Sanitary sewer video inspection  
To include proper formatting and must be submitted to the Water Authority Engineer and include all associated files (refer to sanitary sewer video inspection requirements document)
  - e.  Materials Testing – include tests applicable to Water Authority infrastructure. **DO NOT** submit test reports for non-Water Authority items (e.g. lot compaction, paving, subgrade, base course, curb and gutter, sidewalk, etc.)
    - i.  Concrete (i.e. manhole bases, valve and manhole collars, etc.)
    - ii.  Density – water and sanitary sewer infrastructure  
IF any test failed the retests must be provided and noted clearly.

12. As-builts (Certification from both surveyor and engineer)
  - a.  Digital .pdf copy (to scale)
  - b.  Confirm all recording information for easements has been included
  - c.  Include latest plat
13.  Easements (if applicable)
14.  Deeds approved by Water Authority Legal (if applicable)
15.  License agreements (if applicable)
16.  Affidavit that all material and labor suppliers have been paid and that no liens have been filed for payment  
Developer and Contractor warrant the work as complete and fit for purpose.

All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist. Closeout packages shall be complete and free of errors. Incomplete closeout packages will not be accepted and will delay the closeout process, ultimately delaying service for the project.

17.  Asset management onboarding workbook  
Vertical and horizontal asset management workbook will be completed by the Water Authority engineer using the contractor's final invoice.

If you have any questions, please feel free to contact Randall Carroll at [rcarroll@abcwua.org](mailto:rcarroll@abcwua.org) .  
Sincerely,



Randall J. Carroll, P.E.  
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