

# Pre-Construction Meeting Checklist

Project Name: \_\_\_\_\_ DE# \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Attendees: \_\_\_\_\_

Responsible party on-site: Name \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Assigned District Inspector(s) \_\_\_\_\_

- Provide District business cards: Inspector \_\_\_\_\_ Ops Supervisor \_\_\_\_\_ Ops Manager \_\_\_\_\_
- Three (3) sets of approved plans on hand: (1) File \_\_\_\_\_ (2) Field \_\_\_\_\_ (3) Office \_\_\_\_\_
- Proposed construction schedule: Start \_\_\_\_\_ End \_\_\_\_\_
- Review plans for any construction challenges.
- Any existing infrastructure to be removed? Yes/No \_\_\_\_\_ Per Inspector direction, materials are to be returned to the District.
- Quantity & size of new meter(s): Quantity/Size \_\_\_\_\_ Quantity/Size \_\_\_\_\_
- Are meters in inventory or need to be ordered? Inventory \_\_\_\_\_ Need to order \_\_\_\_\_
- Are all meter cards completed and in the DE file? Yes/No \_\_\_\_\_
- Are all side sewer cards completed and in the DE file? Yes/No \_\_\_\_\_
- New water meter installations: Meters **will not** be installed until the entire Developer Extension Agreement is complete and has been accepted. Once accepted contact office 425-774-7769
- Side sewer inspection requests: Contact office 425-774-7769
- District inspection days and times: Monday-Thursday 8am-4:30pm / Fridays, when available
- After hour inspections: Based on District availability and payment of additional fees
- Inspection request procedures: Email only a minimum of one business day prior
- Has ROW permit been applied for? Yes/No \_\_\_\_\_ District or Contractor Provided? \_\_\_\_\_
- Provide copy Fire Hydrant Meter Rental FAQ: Yes/No \_\_\_\_\_
- Website location to: Approved Materials List, Design Guidelines, Standard Detail Drawings, Fire Hydrant Meter: <https://olympicviewwater.com/info-and-resources/contractor-resources/>
- Water or sewer service interruptions: Coordinate with Inspector. 24-hour minimum notification to residents or as determined by District.
- Provide Approved Materials List and review submittal procedures: Yes/No \_\_\_\_\_
- Field Notes: District will keep its own field notes, contractor must keep their own for as-builts.
- Provide New Water Main Chlorination, Flushing, Pressure/Leak Testing, Sampling and Tie-In Procedures: Yes/No \_\_\_\_\_
- Provide New Sewer Main Testing and Acceptance Procedures: Yes/No \_\_\_\_\_
- Meter Box/Setter Grade: Can be set prior to pressure test or prior to final tie-in. If done at a different time and main is shut down, bacti-samples must be taken.
- Operation of valves or new infrastructure once main is pressurized: **District Personnel Only**
- Are backflow preventers or a dedicated fireline to be installed? Yes/No \_\_\_\_\_ If yes, notify District's Cross Connection Specialist. Units must be installed and tested prior to C of O.
- DE Checklist Completed Through "Required Before Construction Begins" Yes/No \_\_\_\_\_



