READY TO INSPECT — FIELD CHECKLIST

Site utilities punch checklist

Site utilities punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens it. Work is commonly verified against IPC / UPC plumbing codes, the project specifications. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The GC's superintendent with the utility foreman, walking the completed lines after the surface has been back long enough to move. When: During closeout, after backfill has taken traffic and a wet season so any settlement over the trenches has shown.

Settlement and grade

- [ ] Trench lines checked for settlement
  Surface over the trenches walked for dips or troughs, settlement cut back and recompacted rather than skinned over.
  2 photos required
- [ ] Rims, boxes and cleanouts adjusted to grade
  Manhole rims, valve boxes and cleanouts brought flush to finish grade and operable, none buried under restoration.
  1 photo required
- [ ] Frames and adjusting rings sound at every structure
  Each frame stepped on for rocking, adjusting rings and grout checked from the surface for cracks or displacement, reset and resealed where they moved.
  1 photo required

Restoration

- [ ] Surface restoration complete over the work
  Pavement, curb and landscape restored over the utility work to match the surrounding surface, no open patches left.
  1 photo required
- [ ] Right-of-way restoration closed out with the permitting agency
  Street cut and sidewalk restoration in the public way inspected under the permit and the closeout recorded, so the permit or bond can be released.
  No photo required

Lines and structures

- [ ] Sanitary manholes viewed from the rim for infiltration and debris
  Each manhole checked with a light from the surface for water weeping at joints and pipe entries, rock or grout in the channel, and silt washed in from the site.
  1 photo required
- [ ] Line under any settled trench re-televised before the patch
  Where a trench has dropped, a camera run on the pipe beneath it reviewed for a sag, offset or broken joint before the surface repair is made.
  No photo required

Owner handover

- [ ] Valve, curb stop and cleanout locations tied to fixed points
  Swing ties or coordinates from permanent features recorded for each buried valve, curb stop and cleanout, so they can be found under snow or landscaping.
  No photo required
- [ ] Owner's operators shown the shutoffs and access points on site
  Main valves, meter location, cleanouts and structure access walked with the owner's facility staff, and the walk noted in the closeout record.
  No photo required