**PPD Construction Administration Phase Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

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| **3** | | Site Underground Sanitary Systems | | Approved for Substantial Completion:  (Required for Substantial Completion Approval by PPD Office.) | |
|  | **Inspection/Review Item** | **Notice Required** | **Remarks** |
| 1 | Obtain Dig Permit | 72 hours | Contractor requests Dig Permit 72 hours prior to digging. |
| 2 | New Manholes/Piping Connections | 24 hours | Manholes/ Piping connections must be inspected prior to backfilling. |
| 3 | Drop manhole Connections | 24 hours | Must be inspected prior to backfilling trenches. |
| 4 | Warning tape, Tracing Wire  Manhole at intersections (Tee)  Cleanouts  Manholes and catch basins cleaned of debris | During earth work | Tracing wire must be attached to non-metallic pipe. Warning Tape must be placed 12-18” above pipe.  All cleanouts must be available for inspection |
| 5 | Videotape all new lines 4” and over. | One week prior to SCI | Videos must be provided to the PPD Operations civil engineer one week prior to substantial completion. |
| 6 | Channel the bottom of manholes. | One week prior to SCI | Videos must be provided to the PPD Operations civil engineer one week prior to substantial completion. |
| 7 | Field/Change order | At all phases | See general notes. |

For new manholes, provide one copy of manhole manufacturer’s submittal to PPD Operations Engineering at or before underground piping installation begins.