Purpose: The purpose of this document is to be used as a dynamic digital checklist that is updated as the pump station is constructed. Items should be checked off as completed or present and comments shall be well documented. This document is only available to Town staff.

Pump Station Information:

Pump Station Name: _____

Pump Station Address: _____

Contacts:

Station Contractor: _____

Electrical Contractor: _____

Force Main Contractor: _____

General Contractor: _____

Developer: _____

Engineer: _____

Construction Type:

- ☐ New
- ☐ Modification
- ☐ Other:_____

Project Phase:	**Inspector (Print Name)**	**Date:**
☐ Construction Inspection #1	_____	____/____/____
☐ Construction Inspection #2	_____	____/____/____
☐ Construction Inspection #3	_____	____/____/____
☐ Preliminary Start-up	_____	____/____/____
☐ Official Start-up/Punchlist Walkthrough	_____	____/____/____
☐ Follow-up #1	_____	____/____/____
☐ Follow-up #2	_____	____/____/____
☐ Final Inspection	_____	____/____/____

Item Checked	Yes	No	N/A	Comments
Wetwell				
Photos Received	☐	☐	☐	
Internal Conduit Inspection, Stainless Steel Kellums Grips	☐	☐	☐	
Transducer/Floats/Level Indicator	☐	☐	☐	
Float Hanger Installed	☐	☐	☐	
Coating Inspection	☐	☐	☐	
Backwater Valves	☐	☐	☐	
Flanged Ductile Iron Vent with Bug Screen	☐	☐	☐	
Hinged and Corrosion Resistant Structure Hatches, H-20 Rated	☐	☐	☐	
Fall Protection (Should Not Rest on Guide Rails)	☐	☐	☐	
Stainless Steel Materials with Transition Coupling for Dissimilar Materials	☐	☐	☐	
Wet Well Should be Flush with Ground	☐	☐	☐	
2-ft Above 100-yr Flood Elevation [OR] Watertight	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Combination Bypass Connection and Pigging Station				
Photos Received	☐	☐	☐	
Bypass Valve (Gate)	☐	☐	☐	
Bypass Pump Connection	☐	☐	☐	
Pigging Station Tested as part of Force Main Testing	☐	☐	☐	
Bollards	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Valve Vault/Dry Well				
Photos Received	☐	☐	☐	
Plug Valves (Bi-Directional)	☐	☐	☐	
Check Valves (Check Correct Direction)	☐	☐	☐	
Dismantling Joint within Valve Vault	☐	☐	☐	
Pipes (no leaks)	☐	☐	☐	
Isolation Valves	☐	☐	☐	
Pressure Gauges (and connection to SCADA if required)	☐	☐	☐	
Drain Back to Wet Well	☐	☐	☐	
Stainless Steel Pipe Supports	☐	☐	☐	
Hinged and Corrosion Resistant Structure Hatches, H-20 Rated	☐	☐	☐	
Hatch Provides Access to all Valves	☐	☐	☐	
Fall Protection	☐	☐	☐	
Transition Coupling for Dissimilar Materials	☐	☐	☐	
Air Valve not within Valve Vault	☐	☐	☐	
2-ft Above 100-yr Flood Elevation [OR] Watertight	☐	☐	☐	
Installed Power to Fans, Lights, Pump Seal Fan, and Over Temp.	☐	☐	☐	
	☐	☐	☐	
Pumps				
Pump/Guide Rails	☐	☐	☐	
Piping and Base Elbow	☐	☐	☐	
Stainless Steel Lifting Chain	☐	☐	☐	
Pull Pumps Partially up to Verify Proper Operation	☐	☐	☐	
Pumps Numbered (and Match Numbers in Cabinet)	☐	☐	☐	
Factory Pump Curves Received (Drawdown Test Point Plotted)	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Item Checked	Yes	No	N/A	Comments
Drawdown Test **Date:_____/_____/_____**	☐	☐	☐	
Duty Condition - gpm @ ft.				
Drawdown Results:				
Pump 1 (gpm): Pump 2 (gpm): Pump 3 (gpm):				
Operating Pressure (psi/ft):				
Static Pressure (psi/ft):				
Seal Water Pressure (psi/ft):				
Pump Performance Stable and Free from Cavitation/Noise	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Grinder				
Separate Control Panel Integrated with SCADA	☐	☐	☐	
Integrated High Water Float (On Influent Side and Lower than Bypass)	☐	☐	☐	
Structure Coating Inspection	☐	☐	☐	
Guide Rail and Lifting Chain	☐	☐	☐	
Pull Grinder Partially up to Verify Proper Operation	☐	☐	☐	
Alternate Solids Removal Method	☐	☐	☐	
Grinder Will Fit Through the Hatch	☐	☐	☐	
Dedicated Circuit for Grinder	☐	☐	☐	
Stainless Steel Brackets	☐	☐	☐	
2-ft Above 100-yr Flood Elevation [OR] Watertight	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Force Main				
Pressure Tested	☐	☐	☐	
Pigging Station Tested	☐	☐	☐	
Coating Inspection on Downstream Manholes	☐	☐	☐	
Confirm Valve Positions	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Air Valves				
Proper Operation of Valve	☐	☐	☐	
Isolation Valve is Open	☐	☐	☐	
Coating Inspection	☐	☐	☐	
Air Valve in Separate Manhole	☐	☐	☐	
Odor Control System Properly Working	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Miscellaneous Items				
	☐	☐	☐	
	☐	☐	☐	

Item Checked	Yes	No	N/A	Comments
Generator				
Generator Size:				
Generator Make:				
Generator Model:				
Filled with Fuel	☐	☐	☐	
All Gauges Operational	☐	☐	☐	
Secured on Pad	☐	☐	☐	
No Fluid Leaks	☐	☐	☐	
Alarm - Generator Running	☐	☐	☐	
Alarm - Generator Failure	☐	☐	☐	
Alarm - On Emergency Power	☐	☐	☐	
Generator Tested with Power Failure	☐	☐	☐	
Sound Attenuation	☐	☐	☐	
Sound Testing	☐	☐	☐	
Load Bank Testing	☐	☐	☐	
LED Light inside the Enclosure	☐	☐	☐	
Dedicated Circuit for Battery and Block Heater	☐	☐	☐	
Generator Runtime Document	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
	☐	☐	☐	
Pump Control Panel/Disconnect Panel				
Equipment Rack Level and Supported	☐	☐	☐	
All Panels Properly Anchored	☐	☐	☐	
Hood/Weather Shield over Equipment Rack	☐	☐	☐	
Hood/Equipment Rack LED Light	☐	☐	☐	
Hood/Equipment Rack 120V Outlet	☐	☐	☐	
Audible/Visual High Level Alarm (360° Visibility)	☐	☐	☐	
All Fasteners are Stainless Steel	☐	☐	☐	
Control Power Integrated with SCADA Dialer	☐	☐	☐	
Explosion Proof Junction Box	☐	☐	☐	
Proper PCP Set Points	☐	☐	☐	
Proper Operation of Level Control	☐	☐	☐	
Proper PCP OIT Display	☐	☐	☐	
Proper Labeling: (VFD) cabinets, PCP, ATS, Conduit, etc.	☐	☐	☐	
ArcFlash Stickers Present	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
	☐	☐	☐	
SCADA/RTU				
All Alarms Tested	☐	☐	☐	
Alarm Dialer Tested	☐	☐	☐	
Back-up Float System Tested	☐	☐	☐	
Controller Levels set	☐	☐	☐	
Pump Control System Tested	☐	☐	☐	
Back-up Control Tested	☐	☐	☐	
Pressure Transducer Levels set	☐	☐	☐	
Simulate Power Loss: RTU UPS Keeps Firewall and Modem Powered On	☐	☐	☐	
	☐	☐	☐	
General				
Overtemp Circuit Terminated, if required	☐	☐	☐	
Sump Pump Conduit Installed	☐	☐	☐	
Cable Tray Installed and Grounded	☐	☐	☐	
Cable Tray Barrier Installed	☐	☐	☐	
Back-up Cellular Unit Installed	☐	☐	☐	
Working Phone Service	☐	☐	☐	
Cellular Strength Check	☐	☐	☐	
	☐	☐	☐	

Item Checked	Yes	No	N/A	Comments
Fencing				
Min. Height Achieved (8-ft)	☐	☐	☐	
Black UV Resistant Vinyl Coating (entire surface area & gates)	☐	☐	☐	
Slats or Fabric Installed	☐	☐	☐	
Fence 10-12 feet from the Property Boundary	☐	☐	☐	
Gate Opening Correct Width	☐	☐	☐	
Gate Swings/Rolls all the way Open and Closed	☐	☐	☐	
Fence Properly Grounded	☐	☐	☐	
All Mechanical Equipment Located within Fenced Area	☐	☐	☐	
3 lengths of 2-strand Wire Vinyl Coated Barb Arms at 45° angle	☐	☐	☐	
Manual 180° Opening Pedestrian Access Gate, if Vehicular Gate is Automated	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Utility Light and Pole				
LED Light with min. 600-watt Capacity	☐	☐	☐	
Does the Light Operate Correctly	☐	☐	☐	
Pole Properly Grounded	☐	☐	☐	
Manual Override to Dusk-to-Dawn Switch	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Landscaping				
Installed per Design Drawings	☐	☐	☐	
Site Graded to Drain and Direct Runoff away from PS	☐	☐	☐	
No Vegetative Ground Cover within Fence Area	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Water Service				
Freeze Proof Hydrant	☐	☐	☐	
Water Meter Set	☐	☐	☐	
RPZ Installed	☐	☐	☐	
Heat Trace Installed for Water Service	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Field Documentation				
O&M Manuals:	☐	☐	☐	
Misc. Electrical Gear	☐	☐	☐	
Pumps	☐	☐	☐	
Grinder	☐	☐	☐	
Flow Meter	☐	☐	☐	
Valves	☐	☐	☐	
Generator/ATS	☐	☐	☐	
RTU	☐	☐	☐	
Odor Control	☐	☐	☐	
Verify all Permitted Drawings are On-Site	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Other Site Items				
Padlocks	☐	☐	☐	
Station Sign	☐	☐	☐	
Log Book	☐	☐	☐	
Backflow Preventer Test Report	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Item Checked	Yes	No	N/A	Comments
Chemical Feed System				
Tank Full with Chemicals, if Required	☐	☐	☐	
Proper Labeling (OSHA)	☐	☐	☐	
Tank Tied Down	☐	☐	☐	
Spill Containment and Isolation Valve	☐	☐	☐	
Emergency Shower & Eye Wash Station (if Chemical Feed is Present)	☐	☐	☐	
Proper Labeling	☐	☐	☐	
Outside Spill Containment Area	☐	☐	☐	
Tepid Water Heater	☐	☐	☐	
Chemical Feed Pumps Operating Correctly	☐	☐	☐	
No Leaks in Piping Connections	☐	☐	☐	
Heater in Chemical Building	☐	☐	☐	
Material Safety Data Sheet	☐	☐	☐	
Check Spare Parts	☐	☐	☐	
LED Lighting	☐	☐	☐	
Exhaust Louvers Properly Working	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Carbon Adsorption System				
Fiberglass Pipe Expansion Joints	☐	☐	☐	
Pipe Supports	☐	☐	☐	
Fan Operational	☐	☐	☐	
Appropriate Carbon Levels	☐	☐	☐	
Tank Sizing per Plans	☐	☐	☐	
Tank Material: Fiberglass or Cross-linked Polyethelene	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	
Biofiltration				
Air Balancing to Ensure Negative Pressure, etc.	☐	☐	☐	
	☐	☐	☐	
	☐	☐	☐	

Punchlist

Item/Issue To Be Addressed and/or Corrected	Date Added	Responsible Party	Date Resolved	Inspector (Print Name)