

**Washington Water Authority**  
**A Project of the Rural Development Authority**

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**FINAL ACCEPTANCE OF CONSTRUCTED WATER FACILITIES CHECKLIST**

The following provides a checklist for Final Acceptance of Constructed Water Facilities by Washington Water Authority (WWA). All items must be completed and bonding instruments in place before a Letter of Final Acceptance will be issued by WWA.

| <u>Item</u> | <u>Description</u> |
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| <input type="checkbox"/> 1. | Submittal and acceptance of AS-BUILT/RECORD DRAWINGS to the WWA Office. <ul style="list-style-type: none"><li>A. The Engineer shall provide one hard copy.</li><li>B. The Engineer shall provide one digital copy in both .dwg and .pdf format on flash drive.</li><li>C. AS-BUILT/RECORD DRAWINGS shall include the minimum following information:<ul style="list-style-type: none"><li>a. Horizontal Datum: NAD83 / Vertical Datum: NAVD88</li><li>b. Fire Hydrant; location, manufacturer, and model number</li><li>c. Water Valve; location, manufacturer, type, diameter</li><li>d. Water Fitting; location</li><li>e. Water Service Saddle; location</li><li>f. Water Test Ports; location</li><li>g. Tapping Sleeves; location</li><li>h. Steel Encasement; location of beginning and end, material, diameter</li><li>i. Waterpipe; location, material, diameter, pressure class</li><li>j. Construction Details</li></ul></li><li>D. All sheets shall be signed by the Professional Engineer of Record registered in the State of Arkansas.</li></ul> |
| <input type="checkbox"/> 2. | Final Walkthrough and completion of all deficit items. <ul style="list-style-type: none"><li>A. A walkthrough of the project site shall be conducted with a WWA representative, the Contractor, and the Engineer of Record. AS-BUILTS/RECORD DRAWINGS must be submitted before scheduling the walkthrough.</li><li>B. Any items found to be deficit according to the projects Standard Specifications must be corrected and re-inspected by all three parties.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <input type="checkbox"/> 3. | Completion of all necessary testing in accordance with the Arkansas Department of Health.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> 4. | Submittal of Construction Cost Certification of water improvements by the Engineer of Record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> 5. | Submittal of Maintenance Bond for an amount equal to 50% of the construction cost, based on the Construction Cost Certification by the Engineer of Record. The Maintenance Bond shall be for a period of not less than one year and shall cover all defects in materials and workmanship.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

- ☐ 6. Submittal of Certificate of Construction Completion by the Engineer of Record, stating that the project was constructed in accordance with engineering plans and specifications as approved by the Arkansas Department of Health. The Certificate shall be signed and sealed.
- ☐ 7. Submittal of an affidavit from the Owner or Developer that all materials, supplies and labor bills have been paid in full.
- ☐ 8. Payment of all applicable fees for the project, including a meter fee and depletion fee for each meter service. **METER FEE = \$365**  
**DEPLETION FEE = \$750**

\*\*\*NOTE: WWA will perform an inspection of the project before the expiration of the Maintenance Bond. Any deficiencies found will be forward to the Engineer of Record and are expected to be completed within a timely manner. If the corrections are not made, a claim will be filed with the bonding company. Once all deficiencies are corrected, WWA will issue full acceptance of the project for maintenance.

Should you have any questions during the close-out process, feel free to contact our office at your convenience.