



**CITY OF GRIFFIN  
PRECONSTRUCTION MEETING**

Project: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_\_\_ 1. List of Attendees, Address, Phone Numbers, and After Hour Contacts
- \_\_\_\_\_ 2. City's Representative / Inspector      Contractors Representative / Inspector
- \_\_\_\_\_ 3. All applicable permits obtained. D.O.T., EPD (Engineer Handling), any other applicable license or permits.
- \_\_\_\_\_ 4. Changes to be formulated and submitted by Engineer for approval by the City. Make no changes based on verbal orders without prior approval.
- \_\_\_\_\_ 5. Review of Materials.
- \_\_\_\_\_ 6. Maintain Job Safety:  
(a) Trench boxes (b) Traffic Control (c) Any excavation left open to be properly secured
- \_\_\_\_\_ 7. Compaction
- \_\_\_\_\_ 8. Soil and Erosion Control
- \_\_\_\_\_ 9. Water Main Items:  
(a) Depth of cover 4'  
(b) Pressure Test - 200 psi for 2 hours - allowable leakage per AWWA  
(c) Chlorination – continuous feed method. City will perform bacti analyses - tap made out of ditch with hose bib.  
(d) Water line pipe to be securely plugged at the cessation of any activity.
- \_\_\_\_\_ 10. Rock excavation - proper licenses, notify Fire Chief.
- \_\_\_\_\_ 11. Need Utility Contractor License Certificate of Insurance Coverage.
- \_\_\_\_\_ 12. "As Builts" - Record Drawing to be submitted.
- \_\_\_\_\_ 13. Easements - Descriptions need to be prepared, easements executed, plat map suitable for recording. City to quit claim any present easements not needed. Developer bears cost of recording easement(s).
- \_\_\_\_\_ 14. Two Year period of warranty on work.
- \_\_\_\_\_ 15. Developers Engineer issues Certification of Completion in accordance with plans and specifications.
- \_\_\_\_\_ 16. Other Items.



**CITY OF GRIFFIN  
PRECONSTRUCTION MEETING**

- \_\_\_\_\_ 14. Sewers within minimum and maximum slope requirements for expected flow, pipe material and pipe size.
- \_\_\_\_\_ 15. In manholes where pipe size increases, the crown of the smaller pipe must at least match the crown elevation of the larger pipe.
- \_\_\_\_\_ 16. Minimum cover of 5 feet at R/W for service laterals or use D.I.P. services.
- \_\_\_\_\_ 17 Details:
  - \_\_\_\_\_ a. Precast concrete manhole with drop connection
  - \_\_\_\_\_ b. 6" service connection
  - \_\_\_\_\_ c. Manhole frame and cover
  - \_\_\_\_\_ d. Class A, B, and C bedding
  - \_\_\_\_\_ e. Connection of D.I.P. to sewer pipe
  - \_\_\_\_\_ f. Encasement
- \_\_\_\_\_ 18. Profile of sewer main at all stream crossings with all appropriate construction information called out. Provide pier detail if applicable.
- \_\_\_\_\_ 19. Note that locator tape is required along PVC force main.