

Procedures For Pre-Construction Meetings, Video Inspections, Pre-Occupancy, Final Inspections For Tracts Individual, Plot Plan and District Projects.

Tract and IP/PP:

- Pre-Construction Meetings:

Pre-construction meetings are conducted for Tract or IP/PP projects after the District has received signed and approved plans prior to any work on District facilities. A member of the District Operations staff, using the District's pre-construction meeting check sheet, conducts the pre-construction meeting. The Operations staff member, the District Inspector, the Developer's Contractor and the Developer's Project Superintendent must be present at the pre-construction meeting. If any of these persons cannot attend the meeting is rescheduled. It is desirable to have the Riverside County Transportation Inspector present at the pre-construction meeting, but it is not a requirement.

The procedure for approval to proceed with the pre-construction meeting is as follows:

1. The District Development Engineering Representative has insured that all the items on the pre-job checklist have been completed.
2. All necessary submittals for the project have been approved and reviewed by the District Operations Representative and District Inspector a minimum of five days prior to the scheduling of the pre-construction meeting.
3. A District Inspector has been assigned to the project.
4. The Developer has presented to the District:
 - a. Complete cut sheets for the first three hundred (300) feet for each crew's start location.
 - b. A copy of the contractor's safety program.
 - c. A list of the certified competent persons who will be on the project.
 - d. A copy, from the contractor, of the certifications for each person and a certified competent person for confined space entry on the job.
5. A District Operations Representative has reviewed the information supplied by the Developer and approved that the pre-construction meeting can proceed.

6. The District Development Engineering Representative requests the Operations Assistant to schedule a time for the pre-construction meeting to be conducted.
7. Once the necessary Operations Representatives have accepted the time and date of the meeting, the Operations Assistant will notify the District Development Engineering Representative who will notify the Developer and the Inspector of the meeting time and date.
8. The pre-construction meeting is conducted using the District's Tract/IP pre-construction meeting check sheet form, which lists items of concern to be discussed. At the meeting a copy of the pre-construction meeting check sheet along with copies of the pre-occupancy and final check sheets are provided to those in attendance for their reference.
9. After the pre-construction meeting has been completed the District, along with the District Inspector, sets a start-work date with not less two days notice to start of work.
10. After completion of the pre-construction meeting copies of the pre-construction meeting form are placed in the job file, the Operations inspection check sheet book, and a copy is given to the District Inspector.

- Video Inspection Of Sewer Pipe Lines:

Video inspections of sewer lines on tract projects are done to ensure that the newly installed sewer lines meet the District standards and specifications for material and installation. The video inspection is done after the sewer lines and laterals have been installed, the streets are at final grade and prior to the final air test and base paving. The District Operations Representative or the Inspector, using the District's video inspection check sheet, conducts the video inspection. A minimum of three business days is required from the time of notification to set the video inspection date and time. A subsequent video inspection will be required if debris has been introduced into the sewer line or after required repairs have been completed. Videos are to be submitted to the District in DVD form.

The procedures for the video inspection are as follows:

1. Prior to the District Inspector requesting a date for the video inspection they ensure that:
 - a. All sewer lines, laterals and manholes have been installed per the approved plans.
 - b. All lines have been cleaned.

- c. All manholes are accessible to the video truck and to grade for base paving.
 2. After the Inspector has verified all the above items have been completed, the District Development Engineering Representative is contacted to request that a video inspection be scheduled. The Inspector provides to the Development Engineering Representative the tract number, the station numbers or manhole numbers of the sections to be videoed and the length of time needed for the video inspection.
 3. The Development Engineering Representative finds an open date and time on the video inspection schedule and e-mails the Collections Supervisor and Forman to request a representative from Operations to be present at the video inspection.
 4. The Collections Supervisor or Forman will authorize and confirm the date and time of the video inspection.
 5. The Develop Engineering Representative notifies the Inspector of the video inspections time and date. The Inspector will notify the Developer of the time and date.
 6. The District Operations Representative or the Inspector conducts the video inspection with the assistance of the Developer's video company using the video inspection check sheet. If there are no items listed for correction, the District Operations Representative or the Inspector will sign the video inspection check sheet verifying the designated sections have passed video inspection. The completed and signed check sheet are given to the District Development Engineering Representative for the project file, a copy is given to the Inspector and a copy is placed in the Operations video Inspection check sheet book. If there are any items listed for correction during the video inspection the Operations Representative puts a copy of the check sheet in the Operations video inspection check sheet book and gives the original check sheet to the District Inspector who will make sure the items are corrected.
 7. After the Inspector verifies that all the items noted on the Video inspection check sheet have been corrected a follow up video inspection is requested, using the steps outlined above.
- Pre-Occupancy Inspection For Tracts:

This is done when the developer notifies the District Inspector that homes are ready for occupancy and the developer is requesting the District to sign off on the occupancy of those homes and send District approval to Riverside County so

the new homeowners can move in. This inspection is to make sure that the water and sewer facilities that serve the homes are complete, operational and serviceable. It is not a final inspection and it is not a final acceptance by the District of the tract. Once the homes are approved for occupancy, it is the District's responsibility to operate the facilities servicing those homes. The Pre-Occupancy Inspection Check Sheet is available for review on the District web site; it details the items to be inspected. Pre-Occupancy inspections are one of the discussion points listed on the pre-construction meeting check sheet for tract projects. The District inspector will provide a copy of the pre-occupancy inspection check sheets to the tract superintendent, upon request, as a guide to prepare for move-ins. Pre-Occupancy inspections are typically not performed on IP/PP Projects as they progress directly to final inspection prior to the buildings being occupied.

The Procedure For The Pre-Occupancy Inspection Is As Follows:

1. The Tract Superintendent notifies the District Inspector that they request District approval for occupancy of the homes that have designated.
2. The District Inspector performs an inspection of the items listed on the pre-occupancy inspection check sheet and develops a punch-list of corrections for the Superintendent and the Contractor.
3. After the punch-list items are corrected and verified by the District Inspector, the Inspector notifies the District Development Engineering Representative that the houses are ready for a pre-occupancy inspection.
4. The District Development Engineering Representative requests the Operations Assistant to schedule a time for the pre-occupancy inspection to be conducted.
5. Once the necessary Operations Representatives have accepted the time and date of the inspection, the Operations Assistant will notify the District Development Engineering Representative who will notify the Developer and the Inspector of the time and date of the inspection. The Tract Superintendent, the District Inspector and the District Operations Representative must be present to conduct the inspection. If any of these persons cannot attend the meeting is rescheduled.
6. The District Operations Representative performs the pre-occupancy inspection using the pre-occupancy inspection check sheet. If there are no items listed for correction, the District Operations Representative will sign the inspection sheet verifying the homes are ready for

occupancy and give the completed and signed check sheet to the District Development Engineering Representative for the project file and put a copy in the Operations inspection check sheet book. If there are any items listed for correction during the inspection, the District Operations Representative puts a copy of the check sheet in the Operations inspection book and gives the original check sheet to the District Inspector. The District Inspector will make sure the items are corrected and sign the inspection sheet verifying the homes are ready for occupancy. The District Inspector gives the completed and signed check sheet to the District Development Engineering Representative to put in the project file and gives Operations a copy of the check sheet to replace the incomplete copy in the Operations Inspection check sheet book.

7. After being notified that that the homes are ready for occupancy the District Development Engineering Representative will send a letter to the County that the District is approving the occupancy of the homes.

- The Tract/IP Final Inspection:

This inspection is performed for tracts at the end of the project after all the phases are complete, the homes are occupied, and at the written request of the Developer. This is a more thorough inspection of the District facilities the pre-occupancy inspection. The final inspection is normally conducted after all the houses are occupied; construction has been completed on the project and final cap paving complete. On IP/PP projects this inspection is conducted after all the Districts facilities have been installed and after final cap paving is complete. A District Operations Representative, the District Inspector, and a representative of the Developer must be present to conduct the final inspection.

The Procedure For This Inspection Is As Follows:

1. The District Development Engineering Representative has verified that all the items on the project close out sheet pertaining to the tract project (such as all fees paid, easement documents, as-built drawings and CDs, etc.) are completed and have been presented to the District.
2. The District Inspector performs an inspection of the items listed on the final inspection check sheet and develops a punch-list of corrections for the Tract Superintendent and the Contractor.
3. After the punch-list items are corrected the District Inspector signs off on the corrections and gives a copy of the signed final punch-list to the District Development Engineering Representative and notifies them that the project is ready for a final inspection.

4. The District Development Engineering Representative requests the Operations Assistant to schedule a time for the final inspection to be conducted.
5. Once the required Operations Representatives have accepted the time and date of the final inspection, the Operations Assistant will notify the District Development Engineering Representative who will notify the Developer and the Inspector of the time and date of the inspection. The Tract Superintendent, the District Inspector and the District Operations Representative must be present to conduct the inspection. If any of these persons cannot attend the meeting is rescheduled. A copy of the as-built drawings and the completed and signed copy of the Inspectors punch-list must be present at the final inspection.
6. The District Development Engineering Representative presents final closeout package to the Operations Manager or his designee. The final closeout package contains the project closeout check sheet; the soils test report, the completed final inspection check sheet, the CD of the as-built drawings, the Inspector's final punch-list, the as-built drawings and the developer's letter of request for acceptance.
7. After review and acceptance by the Operations Department of the closeout package, Operations Manager sends a memorandum and the package to Administration for inclusion in the next board package with staff recommendation for acceptance of the project's facilities into the District. The facilities are accepted into the District at the discretion of the Board of Directors.

District projects:

- Pre-Construction Meetings:

Pre-construction meetings for District Projects are conducted after a notice of award has been given to the contractor. The District Project Manager or assigned consultant will schedule and conduct the pre-construction meeting using the District project pre-construction meeting agenda format. The Project Manager, the Design Engineer, a District Operations Representative and the Contractor must be present to conduct a District project pre-construction meeting. Other sub-contractors, public agencies, or companies may be present at the meeting at the discretion of the District Project Manager. At the pre-construction meeting various topics pertaining to the project are discussed, all the participants are introduced and contact information is exchanged.

- District Projects Final Inspection:

After the contractor completes the specified work, according to the contract, the contractor must request the District Inspector to have the District Project Manager schedule a final inspection for the project. After the Project Manager and the District Inspector are satisfied that the work has been substantially completed and that all the specifications of the contract have been met, the District Project Manager will request the Operations Assistant to schedule the final inspection.

The Procedures For Final Inspection Are As Follows:

1. The District Inspector conducts the inspection of the project to generate a final punch-list of items to be corrected and gives that list to the contractor for correction.
2. The inspector signs the final punch-list after he has verified all of the items on the punch-list have been corrected. The inspector gives a copy of the completed and signed punch-list to the District Project Manager.
3. After the District Project Manager is satisfied that all of the specifications of the contract have been completed by the contractor, he/she forwards a copy of the District Inspector's final punch-list and a copy of the as-built drawings to Operations.
4. The Project Manager requests the Operations Assistant to schedule a time for the final inspection to be conducted.
5. Once the required Operations Representatives have accepted the time and date of the final inspection, the Operations Assistant will notify the Project Manager who will notify the Contractor and the Inspector of the final inspection time and date. The Contractor, the District Inspector, and the District Operations Representative must be present to conduct the inspection. If any of these persons cannot attend the meeting is rescheduled. A copy of the as-built drawings and the completed and signed copy of the Inspectors punch-list must be present at the final inspection. The District Project Manager and/or other persons may be at the final inspection, at the discretion of the District Project Manager.
6. The District Operations Representative performs the final inspection using the final inspection check sheet. If there are no items listed for correction the District Operations Representative signs on the check sheet verifying the project has passed its final inspection and gives copies to the District Inspector, the District Project Manager, and places a copy in the Operations inspection check sheet book. If there are corrections noted on the check sheet the District Operations Representative places a copy of

the unfinished check sheet in the Operations inspection check sheet book and gives another copy to the District Inspector who will verify that the items noted have been corrected and sign the check sheet verifying the project has passed the final inspection. The District Inspector will give copies of the signed final inspection check sheet to the Project Manager and a copy to District Operations Representative to replace the unfinished copy in Operations inspection check sheet book.

7. The Project Manager verifies that all administrative issues are complete and files a Notice of Completion with the County of Riverside and presents the project to Operations for review and acceptance.
8. After review and acceptance of the project by the Operations Department, Operations Manager sends a memorandum and the package to Administration for inclusion in the next board package with staff recommendation for acceptance of the project's facilities into the District. The facilities are accepted into the District at the discretion of the Board of Directors.