

Appendix V

Pre-Construction Meeting Agenda

**Jurupa Community Services District
Pre Construction Meeting**

Tract or Project # _____ **Date** _____

On-Site **Off-Site**

Developer _____ **Start Date** _____

Superintendent _____ **E-Mail** _____

Webb Inspector _____

JCSD Representatives _____

Contractor _____

City of Eastvale / Jurupa Valley _____

Items to be presented to the District representative prior to the start of the pre- construction meeting.

(Note: If any of these items are not available to the District's representative or if the Tract Superintendent, Pipeline Contractor, District inspector or the JCSD Representative are not present, the meeting will be cancelled).

- Submittals (check dates).
- Signed Developers Handbook Acknowledgment (if applicable)
- Grade Certification
- Cut sheets.(first 300' of sewer from each starting point)
- Copy of the Contractor's safety program.
- Copy of the certifications for:
 1. Competent Person.
 2. Confined Space Entry Supervisor, Attendant and Entrant.
- Emergency phone number contact list.
- Copy of the Contractor's License

Items discussed:

- All requests, questions and guidance are to be thru your inspector.
- OSHA guidelines and District standards for safety will be strictly adhered to.
 1. Confined space entry.
 2. Trench shoring.
- USA Guidelines
 1. If you are calling for remarks, make sure you do not just resend work continuing.
 2. Keep your USA. Current.
- Protect fire hydrants
 1. Painting (District will not accept painted units).
 2. Stamping ID.
 3. Tack-weld 2 bolts.

- Water valves
 1. Will be operated by District representatives only, when the water line effects district customers in occupied houses or businesses.
 2. At the discretion / direction of the Inspector when not on an occupied street.
 3. Will be accessible at all times and immediately after paving and final cap paving.
 4. Valve can sizes 8" for main lines 6" for appurtenances
- Waterline shutdowns
 1. Schedule shutdowns thru your Inspector. (no Mondays or Fridays)
 2. All water line shutdowns will be scheduled 5 to 7 business days in advance of work.
 3. All shut downs will be at the District's discretion / direction.
- Meters.
 1. District has a new standard D1b for residential fire sprinklers.
 2. Meters will be issued after approval from the Inspector and JCSD. (after curb & gutters)
 3. Building permits are required to issue meters.
 4. Meters must be installed in their proper location and as per the JCSD Standard **within 10 days** after pick-up.
 5. Only the Job site Superintendent will be allowed to pick up meters and must sign for them.
 6. Meters will be protected in place as per the Districts policy.
 7. Jumpers are not allowed at any time.
 8. Meters will be issued on Mon, Tues, Wed, and Thurs, 8:00 am. - 12:00 pm.
 9. Sewer must be accepted before meters will be issued.
 10. Meters will not be accepted that are in drainage swales and closer than 3' from driveway.
- Backflow Assemblies
 1. All testing by Riverside County backflow testers will be documented on the District's standard back flow testing forms.
 2. All tests will be performed in the presence of District's Inspector only.
- Disposal of chlorinated water will be per NPDES requirements. (de-chlorinate or dispose on-site)
 1. If water leaves the site, the amount will be reported to the District.
- All angle stops will be locked off until all bac-t tests have passed, and the new facilities have been accepted and meters set.
- Please insure your water and sewer plans show any points of connection for water service for your landscape frontages and parks irrigation needs.

- Bac T's and Heterotrophic plate sampling
 1. Will be done by your Inspector.
 2. It takes a minimum of 96 hours for results.
 3. Tests will include all water services and laterals.
 4. Tests will not be performed on any water systems currently being fed by a high line.
- Tracer wires
 1. Will run continuous thru the services and appurtenances.
 2. Accessible at meters and appurtenance.
 3. Tracer wire must be consistent as previously submitted.
 4. All tracer wire for all appurtenances will terminate in specified J&R box (blow off, hydrants and air vac's).
 5. Tracer wire will need to be of the same manufacture, type and color as submitted in the material submittals throughout the entire project.
 6. Must have a continuity report accepted prior to occupancy
- All manholes will be raised and accessible, within five days of paving and final cap paving.
- Manhole rim elevations will be verified by the inspector and contractor per the Districts procedures shortly after construction as per District's manhole verification procedure.
- Sewer air testing
 1. Initial test after compaction.
 2. After repairs (sags, cracks or damage).
 3. Last test is after all other utilities have been installed and prior to paving. (base rock)
- Video of sewer lines
 1. The District requires all video in DVD format (authored).
 2. The final DVD presented to the District will be representative of the sewer system, as the District will accept it with no issues pending.
 3. Prior to scheduling the video inspection, all dry utilities will have to have been installed, backfill and accepted, base rock will be in place and the manhole frames will located at approximate grade for base paving.
 4. Video of the sewer lines will be required after any repairs or every line cleaning. Protect in place to avoid possible re-cleaning & video (especially during paving operations) (asphalt, base rock, paint, plaster, solvents etc. are not to be dumped into sewers).
 5. Sewer sags of 1/2-inch or greater are not acceptable.
 6. Do not accept bowed, chipped, or cracked pipe.
 7. Plugs are to be removed only at the direction of the District representative.
- Sewer Laterals
 1. Sewer laterals will include the installation of a clean-out at the property line to be brought to final grade with the installation of a J&R Concrete Valve Box No. V2-RT Cover Stamped "Sewer".

2. All house line connections to sewer laterals must be inspected by the Districts Inspector.

- Mapping of sewer laterals
 1. On-site to be completed by contractor. (stress accuracy)
 2. Sewer mapping will be due at point of occupancy.
 3. Sewer maps should include set point and measurements to all angles and clean outs.
- Prior to connecting to live sewer mains, the contractor will notify a District Supervisor thru the Inspector, 2 business days prior to the work.
- Plug or cap all water and sewer pipes at the end of workday.
- Install false bottoms on all manholes.
- Maintaining separation of water and sewer laterals. Don't wait until Pre-occupancy walks if there is a question. (staking)
- Water and sewer line location etched into curb face where they cross the curb. (accuracy)
 1. "S" for sewer and "W" for water.
 2. Blue for Water Green for sewer
- Pre occupancy inspection
 1. Will be preformed prior to any approval of occupancy.
 2. Your inspector must pre-walk before JCSD is scheduled.
 3. JCSD must be scheduled minimum 3 business days in advance.
 4. Occupancy phasing should include whole streets, manhole-to-manhole.
 5. Occupancy inspections will include the sewer lines to the point of discharge of the Tract.
 6. Sewer mappings will be presented to the District at the time of occupancy inspection.
 7. Plugs will be installed to block off occupied homes from homes under construction.
 - Mechanical plugs required in clean out at home under construction in occupied area
 - When homes are ready to remove plug, Contractor to plug downstream manhole, pull each plug, flush each home, and vactor main for cleaning.
- Agriculture wells – If you have agriculture well on site, the District encourages the use of these wells to conserve potable water. Forms and applications must be filled out submitted to the District prior to their use.
- Contractors responsibility to keep all letters, excavation and OSHA permits up to date.

