



Pre-Construction Meeting

Project Name: _____ **Availability #:** _____
Date/Time: _____ **Type of Project:** _____
Location: _____

Transfer of Required Documents:

- Contractor to provide copy of license (if not already on file).
- Copy of all required permits to be provided to Construction Inspector.

Project Discussion:

72-hour notice prior to construction start and for the following scheduled events which require a Construction Inspector to be present:

- Wet well set: The design engineer of record is required to approve the shop drawings for wet well structures. If the first run of gravity sewer is designed without bends, the engineer shall ensure that the slope of the sewer does not exceed the sealing ability/structural integrity of the boot. If not, the engineer shall provide a revision indicating the use of bends and increased diameter pipe;
- Connection to existing utilities: Includes taps, tie-ins and manhole cores;
- Flushing: Night flushing may be required as directed by JEA's plant operations;
- Bacteriological samples: JEA's Lab representative will pull the first set of samples. Any samples which expires or otherwise need to be re-sampled shall be collected by the contractor (does not include failed samples);
- Pressure test: Contractor should ensure system is pumped up and holding pressure prior to scheduled test time;
- Locate wire test;
- Televised inspection of gravity sewer system (including sewer laterals);
- Final Inspection;
- Lift station start up: Contractor, the sub-contractors and the Construction Inspector to conduct a preliminary start up to ensure pump operation;
- Pipe and joint deflection: The contractor and engineer shall be prepared to discuss how provisions will be made for the use of bends, where not specifically shown in plans, shall be addressed. JEA Standards do not allow any longitudinal pipe deflection. The only allowable deflection per JEA Standards is 80% of the manufacturers maximum recommended deflection at the pipe joint.
- Conflict resolution in field:
 - No field changes shall be approved. You must submit a revision to the JEA Development team for review and approval.
- Pressure Main Construction:
 - Pressure test requirements
 - Sample points
 - Flushing

- Gravity Sewer Main Construction:
 - Dips/Sags
 - Televised Inspection (mains, manholes and laterals)
 - Leaks/Infiltration at manholes and pipe
- Pump Stations:
 - Wet well installation
 - Pre-Slab
 - Pre-Start
 - Start up
- Release of meters/service:
 - Payment of all applicable connection/meter fees
 - Submittal of all required JEA acceptance documents
- Safety Requirements:

	Print Name		Signature
Construction Inspector	_____	Construction Inspector	_____
Contractor	_____	Contractor	_____
Engineer	_____	Engineer	_____
Owner	_____	Owner	_____
Authorized Agent	_____	Authorized Agent	_____

Name	Affiliation	Email	Phone

Notes: _____

I have received an Acceptance Checklist and understand the closeout process _____