

Inspection Forms

Available by Division Sections

CONCRETE

- Cast Decks and Underlayment
- Concrete Finishing
- Concrete Forming
- Concrete Reinforcing
- Grouting
- Precast Concrete
- Structural Concrete

MASONRY

- Concrete Form Masonry Units
- Concrete Unit Masonry
- Exterior Stone Cladding
- Maintenance of Masonry
- Manufactured Brick Masonry

METALS

- Metal Decking
- Metal Railings
- Metal Stairs
- Structural Steel Framing

WOOD/PLASTICS/AND COMPOSITES

- Architectural Wood Casework
- Exterior Finish Carpentry
- Interior Finish Carpentry
- Sheathing
- Wood Decking
- Wood Framing

THERMAL AND MOISTURE PROTECTION

- Applied Fireproofing
- Blanket Insulation
- Board Insulation
- Dampproofing and Waterproofing
- Exterior Insulation and Finish Systems
- Firestopping
- Flashing and Sheet Metal
- Joint Protection
- Membrane Roofing
- Thermal and Moisture Protection-Roof Accessories
- Thermal and Moisture Protection-Roof and Deck Insulation
- Thermal and Moisture Protection-Roof Panels 07.41.00
- Roof Tiles
- Roofing and Siding Panels
- Sheet Metal Roofing
- Shingles and Shakes
- Siding
- Wall Panels
- Weather Barriers

OPENINGS

- Door Hardware
- Doors and Frames
- Glazing 08.80.00
- Louvers and Vents
- Unit Skylights
- Windows

FINISHES

- Access Flooring
- Acoustic Treatment
- Acoustical Ceilings
- Backing Boards and Underlayments
- Carpeting
- Masonry Flooring
- Painting and Coating
- Plaster and Gypsum Board
- Resilient Flooring
- Stone Facing
- Terrazzo Flooring
- Textured Ceilings
- Tiling
- Wall Coverings
- Wood Flooring

FIRE SUPPRESSION

- Suppression Water-Service Piping
- Fire Pumps
- Fire-Suppression Sprinkler Systems
- Fire-Suppression Standpipes
- Fire-Suppression Water Storage

PLUMBING

- Electric Domestic Water Heaters
- Facility Potable-Water Storage Tanks
- Facility Sanitary Sewerage
- Facility Storm Drainage
- Facility Water Distribution
- Fuel-Fired Domestic Water Heaters
- Plumbing Fixtures
- Plumbing Insulation

HVAC

- Air Outlets and Inlets
- Air Terminal Units
- Breechings//Chimneys// and Stacks
- Central Cooling Equipment
- Commissioning ofHVAC
- Cooling Towers
- Facility Fuel-Oil Piping
- Facility Fuel-Storage Tanks
- Facility Natural-Gas Piping
- Furnaces
- Heating Boilers
- HVAC Air Cleaning Devices
- HVAC Ducts and Casings
- HVAC Fans
- HVAC Insulation
- HVAC Piping and Pumps
- HVAC Water Treatment
- Indoor Central-Station Air-Handling Units
- Instrumentation and Control for HVAC
- Refrigerant Piping
- Testing// Adjusting// and Balancing for HVAC

ELECTRICAL

- Conduit for Electrical Systems
- Electrical and Cathodic Protection
- Enclosed Bus Assemblies
- Exterior Lighting
- Grounding and Bonding for Electrical Systems
- Identification for Electrical Systems
- Interior Lighting
- Low-Voltage Circuit Protective Devices
- Low-Voltage Controllers
- Low-Voltage Electrical Power Conductors and Cables (<600V)
- Low-Voltage Electrical Service Entrance
- Low-Voltage Switchgear
- Low-Voltage Transformers
- Raceway and Boxes for Electrical Systems
- Switchboards and Panelboards

COMMUNICATIONS

- Audio-Video Communications
- Cable Trays for Communications Systems
- Communications Backbone Cabling
- Communications Equipment Room Fittings
- Data Communications
- Structured Cabling
- Voice Communications

ELECTRONIC SAFETY AND SECURITY

- Commissioning of Electronic Safety and Security
- Conductors and Cables for Electronic Safety and Security
- Electronic Access Control and Intrusion Detection
- Electronic Surveillance
- Fire Detection and Alarm
- Mass Notification Systems
- Pathways for Electronic Safety and Security

EARTHWORK

- Bored Piles
- Caissons
- Clearing and Grubbing
- Driven Piles
- Excavating and Fill
- Grading

EXTERIOR IMPROVEMENTS

- Base Courses
- Curbs// Gutters// Sidewalks// and Driveways
- Fences and Gates
- Flexible Paving
- Irrigation
- Planting
- Retaining Walls
- Rigid Paving

UTILITIES

- Culverts
- Public Water Utility Distribution Piping
- Sanitary Utility Sewerage Force Mains
- Sanitary Utility Sewerage Piping
- Storm Drainage Structures
- Storm Utility Water Drains
- Subdrainage
- Water Utility Distribution Equipment

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|----------|--------|------------|--|-------|
| Project: | Phase: | Contract#: | Organization: 9101 Field Operations | Crew: |
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Compliance Verification

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- Compliance with work in process inspection requirements
- Compliance with Task completion inspection requirements
- Compliance with inspection and test plan
- Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Concrete Finishing Schedule reviewed with ENGINEER/ARCHITECT prior to Concrete Placement **1030**
- No damage to coated reinforcing exposed during patching activities **1031**
- Adequate water is present to wet finishing equipment and prevent smearing of the finish **1032**
- Color admixture evenly distributed throughout concrete mix (no streaking or color variations) **1033**
- Surface Grooves orientated to direct water off of the slab **1034**
- Adequate form release agent has been applied to concrete stamps **1035**
- Finished surfaces are free of pin holes// spalling// and other surface irregularities **1036**
- Finishing is smooth and ready to receive surface treatment (carpet// tile// etc.) **1037**
- Concrete sealer applied to surfaces free of dust and standing water **1038**
- Site runoff is directed away from placed concrete until properly finished and cured **1039**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

On-Time 5 4 3 2 1 *Notes:*

Safety 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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Masonry-Manufactured Brick Masonry 04.71.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Brick Masonry color/finish verified with ARCHITECT prior to order/placement **1110**
- Substrate adequately supports weight of Brick Masonry **1111**
- Substrate is plumb/even and free from protrusions **1112**
- Veneer anchors securely installed **1113**
- Veneer only supporting its own weight **1114**
- Brick Masonry not in contact with finished grade **1115**
- Brick Masonry placed plumb/even as per design **1116**
- Embedded fittings are secure and sturdy **1117**
- Required mortar joint type utilized **1118**
- All mortar intact// free of openings// and bonded with Brick Masonry units **1119**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Field Mgmt.-QA Inspection 91.45.02

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Metals-Structural Steel Framing 05.12.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Shop applied primer and galvanizing intact and without blemishes **2580**
- Drainage holes installed to prevent water traps with unobstructed openings **2581**
- Bearing base plates fully and evenly supported **2582**
- Connecting bolts, washers, and nuts tight and clean of dirt/rust **2583**
- Welded connections continuous, even, clean, and free of blow holes or other irregularities **2584**
- Connecting hardware and welds primed with paint of the same quality as the shop coat **2585**
- Openings in structural members approved by ENGINEER **2586**
- Spray-on fireproofing evenly applied and without gaps **2587**
- Framing members free of twist, bow, buckle, or other directional irregularity **2588**
- Framing members installed plumb, level, and true to line **2589**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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On-Time 5 4 3 2 1 *Notes:*

Safety 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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Wood// Plastics// and Composites-Interior Finish Carpentry 06.20.23

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Wood type/ size and profile: per plans and specifications **2299**
- Nails and fasteners: correct size and heads **2300**
- Nails or staples; set for painter prep. past flush **2301**
- Edges and joints: aligned and flush **2302**
- All joints: coped or scarfed; sharp cuts **2303**
- Caulks and glues: none on faces/ type per specifications **2304**
- Warp/ split and saw damage free; no hammer marks **2305**
- Flashings and drip edges: per plans and specifications **2306**
- Correct fit: no visible spaces **2307**
- Assembly reveals: correct/consistent/ per plans and specifications **2308**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Field Mgmt.-QA Inspection 91.45.02

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Thermal and Moisture Protection-Exterior Insulation and Finish Systems

07.24.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Layout/ minimum panel sizes per manufacturer's specifications **2349**
- Manufacturer's system as specified by plans **2350**
- Finish coat/ substrates/ panels and reinforcement match mfrs. specifications **2351**
- Fasteners; correct set for substrates/ rough and finish coats **2352**
- Edges and joints: aligned and flush **2353**
- Flashings/ drip edges and corners: per plans **2354**
- Expansion joints: damage and finish coat free channels **2355**
- Moisture and drainage system: per specifications and functional **2356**
- Finish coat: color/ pattern correct/ no scaffold lines or cold joints **2357**
- Water traps: none; correct slopes on sills and decorative elements **2358**
- Aggregates: correct size and type; uniform application **2359**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Field Mgmt.-QA Inspection 91.45.02

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Location/ specifications/ size and swing (handing) per plan **2509**
- Maker/ labels and ratings per specifications **2510**
- Weatherstrip/ frame and saddle: continuous seal/ undamaged **2511**
- Finish: frame and doors/ faces and edges: No defects/damage **2512**
- Header and jambs: plumb/ square and level **2513**
- Uniform spacing between door/ header/ jamb and sill **2514**
- Smooth swing and latching **2515**
- Seal check: light/ drafts and sound/ door closed **2516**
- Threshold/Saddle and frame secure; no movement when stressed **2517**
- Installation and operation per manufacturer's instructions and manual **2518**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Field Mgmt.-QA Inspection 91.45.02

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Finishes-Backing Boards and Underlayments 09.28.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Boards and Underlayment securely mounted and free of movement **1131**
- Surface is smooth and even. **1132**
- Backing board secured as per manufacturer's recommendations **1133**
- Gaps between floor/ceiling and board sealed **1134**
- All joints taped and sealed **1135**
- Ends and edges of board located over framing members or solid backing **1136**
- Floor Underlayments fully bedded **1137**
- Wet area applications caulked with a sealant instead of grouted **1138**
- Vapor barrier applied **1139**
- Joints in Backing Board sheets staggered so as not to match subfloor joints **1140**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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Fire Suppression-Fire-Suppression Sprinkler Systems 21.13.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Piping pitched to allow complete drainage **1294**
- Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1295**
- Penetrations through floor// exterior wall and roof sealed and made watertight **1296**
- Piping secured to prevent movement and chafe **1297**
- System pressure tested and without leaks **1298**
- Valves provided with tamper-proof seals **1299**
- Wet piping not exposed to freezing conditions **1300**
- Piping installed straight and true on hangers and supports **1301**
- Piping system flushed with potable water **1302**
- Piping bends and fittings restrained **1303**

FTQ Scores and Completion Sign-off

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Plumbing-Facility Sanitary Sewerage 22.13.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- No dips in gravity lines **1357**
- Adequate clean-outs provided in straight runs and at all bends **1358**
- Vents discharge outside of buildings and away from air intakes **1359**
- Grease trap located near source of grease **1360**
- Baffling provided on inlets and outlets of septic tanks **1361**
- Grinder pumps located on tank bottom **1362**
- Effluent pumps located off of tank bottom **1363**
- Lifting cables / chains / devices securely connected to pumps **1364**
- Below ground tanks secured against floatation **1365**
- Alarms are visible and audible **1366**
- Pump tanks adequately vented **1367**
- Insect screens installed on all tank vents **1368**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Heating// Ventilating// and Air Conditioning (HVAC)-Air Terminal Units

23.36.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Air Terminal Units rigidly mounted **1532**
- Air Terminal Units plumb and level **1533**
- Units supported structure// not duct work **1534**
- Access panels shall be clear of ducts// supports// structural members// and other obstructions **1535**
- Units located to provide straight run of inlet duct **1536**
- Supply air flow rate is steady in Constant-Air-Volume Units **1537**
- Supply air temperature is steady in Variable-Air-Volume Units **1538**
- Heating coils operational **1539**
- Air Terminal Units operate over entire temperature range **1540**
- Operation and Maintenance Manuals supplied to Owner **1541**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

On-Time 5 4 3 2 1 *Notes:*

Safety 5 4 3 2 1 *Notes:*

Sign and date*: Cell # / ID #: _____ Signed: _____ Date: _____
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Field Mgmt.-QA Inspection 91.45.02

Quality 5 4 3 2 1 *Notes:*

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Electrical-Grounding and Bonding for Electrical Systems 26.05.26

Feb2012

| | | | | |
|----------|--------|------------|--|-------|
| Project: | Phase: | Contract#: | Vendor: 9101 Field Operations | Crew: |
|----------|--------|------------|--|-------|

Compliance Verification

- Compliance with initial job-ready requirements
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with Task completion inspection requirements
- Compliance with inspection and test plan
- Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Connections tight and free of corrosion// paint// and other non-conductive materials **1633**
- Anti-oxidant paste applied to connection junctions **1634**
- Shielding grounded across splices and connections **1635**
- Ground cabling entering/exiting buildings are sealed and waterproofed **1636**
- Metal conduits// boxes// panels// etc. bonded to Grounding System **1637**
- Ground rods not located in rock or stone fill **1638**
- Wiring secured to prevent movement and chafe **1639**
- Multi-strand wire or strap connectors utilized on movable connections **1640**
- Ground system tested for continuity **1641**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

On-Time 5 4 3 2 1 *Notes:*

Safety 5 4 3 2 1 *Notes:*

Sign and date*: Cell # / ID #: _____ Signed: _____ Date: _____

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Field Mgmt.-QA Inspection 91.45.02

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Communications-Communications Equipment Room Fittings 27.11.00

Feb2012

| | | | | |
|----------|--------|------------|--|-------|
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|----------|--------|------------|--|-------|

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Utilities not servicing Communications Equipment do not pass through room **1798**
- Floors sealed to reduce airborne dust **1799**
- Floors without carpet to reduce static **1800**
- Sprinkler heads not located above equipment **1801**
- Equipment mounted firmly to structural members **1802**
- Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1803**
- Metal Conduits// Racks// Frames// and Enclosures bonded and grounded **1804**
- Racks// Frames// and Enclosures level and plumb **1805**
- Cables clamped at Service Entrances for strain relief **1806**
- Communication Cables terminated on blocks or with termination hardware **1807**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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Electronic Safety and Security-Electronic Access Control and Intrusion Detection 28.10.00

Feb2012

| | | | | |
|----------|--------|------------|--|-------|
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|----------|--------|------------|--|-------|

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Proximity sensors aimed for optimum target acquisition **1896**
- Position indicators// relays// and other intrusion sensors functional across all sensor indicators / ranges **1897**
- Call and Alarm Stations visible and clearly labeled **1898**
- Video cameras shielded against tampering **1899**
- Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1900**
- Penetrations through floor// exterior wall and roof sealed and made watertight **1901**
- Cables grouped and bundled according to signal being carried (power// data// audio// video// etc.) **1902**
- Power and control circuits not readily accessible from the exterior of the structure **1903**
- Alarm reporting locations verified with OWNER prior to programming and connection **1904**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

On-Time 5 4 3 2 1 *Notes:*

Safety 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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| Project: | Phase: | Contract#: | Organization: 9101 Field Operations | Crew: |
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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Locate and mark Overhead Utility Crossings in work area and along travel routes **2240**
- Locate and mark Underground Facilities **2241**
- Prevent damage to Underground Facilities in equipment traffic areas **2242**
- Properly support and do not excessively stack stored piles / caissons / piers **2243**
- Same equipment is utilized for placement of test and production piles **2244**
- Do not place concrete near active pile placement to prevent aggregate segregation **2245**
- Limit concrete placement rate and properly vibrate fill to prevent void formation **2246**
- Prevent "flashes" caused by ignition of volatile gas buildup within hollow piles **2247**
- Verify placement / stability / protection of construction benchmark **2248**
- Observe adjacent ground / structures for heave during pressure-injection operations **2249**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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Field Mgmt.-QA Inspection 91.45.02

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Exterior Improvements-Curbs// Gutters// Sidewalks// and Driveways
32.16.00

Sep2011

| | | | | |
|----------|--------|------------|--|-------|
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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Reinforcement secured and placed at appropriate depth **1981**
- All concrete loads placed within specified batch time limits **1982**
- Slump and strength tests provided to ENGINEER **1983**
- Curbing type (slanted// rolled// vertical// etc.) approved by the ENGINEER **1984**
- Concrete of even thickness **1985**
- Control and expansion joints installed **1986**
- Specified driveway flare installed **1987**
- Curves// curb returns// and transitions smooth and consistent **1988**
- Surfaces evenly finished **1989**
- Detectable warning surfaces aligned with direction of travel (parallel and perpendicular NOT diagonal) **1990**
- Valve boxes// clean-outs// and other accessories flush with finished surface **1991**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

Quality 5 4 3 2 1 *Notes:*

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Field Mgmt.-QA Inspection 91.45.02

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Utilities-Sanitary Utility Sewerage Force Mains 33.34.00

Feb2012

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Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Piping has sufficient cover for anticipated traffic **2147**
- Piping bury below frost line for lines containing standing sewage **2148**
- Proper separation between water and sewer lines maintained (10' horizontal// 18" vertical with water on top) **2149**
- Mechanically restrained joints tight and secure **2150**
- Push-on joints fully inserted **2151**
- Thrust blocking and anchors in contact with piping and firmly attached **2152**
- Fittings and accessories compatible (material// pressure rating// connection type) with the piping utilized **2153**
- Protective coating/wrap is intact// uniform// and free of damage **2154**
- Indicator tape or tracer wire installed above piping **2155**
- Piping pressure tested and free of leaks **2156**

FTQ Scores and Completion Sign-off

Field Mgmt.-Superintendent Inspection 91.45.01

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