

CITY OF MILPITAS

Building & Safety Department
 455 E. Calaveras Blvd.
 Milpitas, CA 95035
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www.ci.milpitas.ca.gov



INSPECTION CHECKLIST

INSPECTION FINAL CHECKLISTS

	Code Requirements	Code section	Req'd
	CIP Contracts		
1.	Final certified payroll return received		
2.	Verify changes have been recorded on Record Drawings (check each)		
	a. Request for Information/Clarification		
	b. Contract Change Orders		
	c. Field Changes		
	d. Unknown utilities / conditions recorded		
	e. A full set of Record Drawings has been received from contractor.		
3.	Written Warranties have been received in accordance with the Specifications.		
4.	Operation/Maintenance Manuals have been received in quantity specified.		
5.	Deliverables (such as special tools or spare parts) have been delivered.		
6.	Training has been performed as specified.		
7.	Verify Building Permits, if any, have been signed off by Public Works.		
	A. SANITARY SEWER		
1.	Ball and flush, mandrill		
2.	Sewer pressure tested		
3.	Clean and plaster all manholes		
4.	Clean outs to grade		
5.	"S" on curb		
6.	Collars and marker posts on sewer and storm manholes in landscape areas		
7.	Video Tape		
	B. STORM SEWER		
1.	Trash bars on catch Basin Inlets		
2.	Clean all catch basins		
3.	Clean and flush all storm lines		
4.	Clean and plaster all manholes and catch basins (including weep holes)		
5.	Verify no standing water		
6.	Manholes raised to grade, collars in asphalt concrete		
7.	Marker posts in landscaping areas		
8.	Stencil "Flows to Bay" on Catch Basin Inlets		
9.	Video Tape		
	C. WATER		
	Meter removal sheet completed for abandoned meters and meter stop locked off		
1.	Abandoned meter turned in		

INSPECTION CHECKLIST
INSPECTION FINAL CHECKLISTS (Cont'd)

Code Requirements		Code section	Req'd
2.	Abandoned water services @ main line		
3.	Valve risers vertical, clean		
4.	Tracer wires accessible at valve boxes		
5.	Pressure test passed		
6.	Bacteria test, Chlorination test passed		
7.	5/8" meter raised on fire detector check valves		
8.	Backflow Preventer certifications		
9.	Hydrants to grade with break away bolts, hydrant alignment		
10.	Paint fire hydrants		
11.	Flush fire hydrants, with fire inspector		
12.	Adjust all utility boxes (and valves) to grade in park strips (and streets)		
13.	Meter boxes grouted/drain rock		
14.	Reading lid installed on boxes for meters 1½" or larger, and vaults		
15.	Address tags on meters, Backflow Preventers & PIVs.		
16.	Verify that all meters have been set and paperwork sent in		
17.	Verify that all meters for future use have been locked off		
18.	Backflows in cages with pads, with Saddles installed on large backflows		
19.	Water valves raised to grade with collars		
20.	Verify that lids says water		
21.	"W" on curbs		
D. RECYCLE WATER (ADDED ITEMS)			
22.	Cross Connection test		
23.	Completed Reclaimed Water checklist per meter		
24.	Triangular (D) Lid painted purple for reclaim valves		
25.	"R" on curbs		
E. SURFACE			
1.	Replace all broken concrete:		
	As Marked		
	Clean to inspect for breakage		
2.	Grout all chipped concrete		
3.	Clean all concrete spillage		
4.	Install all permanent barricades and/or reflectors, signs and striping		
5.	Blue reflectors for hydrants, in the streets opposite the Hydrant		
6.	Curbs marked with R, S, or W or I for irrigation sleeves		
7.	Chiseled + on		
	Curb and property		
	Line for residential Property Line		
8.	Survey monuments installed, punched, stamped and certificate turned in		
9.	Prior to final inspection tour, have all streets, gutters, sidewalks, etc. cleaned		

INSPECTION CHECKLIST
INSPECTION FINAL CHECKLISTS (Cont'd)

Code Requirements		Code section	Req'd
10.	One hour prior to final inspection tour, flood all streets and gutters.		
F. ELECTRICAL: STREET LIGHTING AND SIGNALS			
1.	Connect order completed		
2.	Electrolier operation-burn test performed at time of acceptance		
3.	Street pole/electrolier numbers, and wattage numbers installed		
4.	Handhole: check fuses, wire size, grounding lug		
5.	Pole base grouted, excess bolt length trimmed		
6.	Pull boxes: rock, duct seal, and wiring		
G. LANDSCAPE			
1.	Water meter set.		
2.	Verify that the billing info has been updated, for meters taken over by the City.		
3.	Ordinance 238 completed		
4.	Water audit complete		
5.	Send notice to the City Landscape Supervisor to take over maintenance		
H. MISCELLANEOUS			
•	Submit necessary documents:		
	• Soil compaction report		
	• Survey monumentation certification		
	• One-year guarantee		
•	All change order work, time extensions/delays, etc. resolved?		
•	As-builts completed by contractor & reviewed by the inspector.		
•	Has the construction meter been returned to the City?		
•	All encroachment permits signed-off		
•	Daily Inspection Reports, with photos		
•	Tickle file updated		
•	Files cleaned up / purged		
ENGINEERING/LAND DEVELOPMENT			
•	Is this a partial acceptance (beneficial acceptance)?		
•	Are the dedication, rights of way, easements done/acquired?		
•	Are there any outstanding bills or fees due to City?		
•	Has the Building Department Inspector (if any) signed off on his project		
•	Are there any outstanding claims against the City, Developer, Contractor or other interested Agencies?		