



ST. JOHNS COUNTY UTILITY DEPARTMENT MILESTONE REPORT CHECKLIST

PROJECT NAME: _____

	NAME	FAX	E-MAIL	PHONE
DEVELOPER:				
CONTRACTOR:				
ENGINEER:				
SJCUD INSPECTOR:				

<i>Policy Section</i>		<i>Item</i>	<i>NA</i>	<i>Completed</i>	<i>Pending</i>
1.4.1		Pre Construction			
<i>1.3</i>	1	Approved Construction Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.1.1</i>	2	Shop drawing Submittals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.1.2</i>	3	Pre-Construction Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.1.3</i>	4	Unit Connection Fee Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.2		Construction			
<i>1.4.2.1</i>	1	Testing - Flushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.1</i>	2	Testing - Pressure Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.1</i>	3	Testing - Lift station Startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.2</i>	4	Connection to Utility System (<i>i.e.</i> Wet Tap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.3</i>	5	General Field Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.4</i>	6	Telemetry Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.5</i>	7	Preliminary Asbuilts (to SJCUD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.2.6</i>	8	Walk Through (Punch List)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.3		Closeout and Dedication			
<i>1.4.3.1</i>	1	Bacteriological Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.1</i>	2	Video Reports of Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.1</i>	3	Pressure test Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.1</i>	4	Flushing test Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.1</i>	5	Lift Station Startup Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.2</i>	6	FDEP Permit Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.3</i>	7	RPZ Backflow Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.4</i>	8	Utility Construction Values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.5</i>	9	Release of Liens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.6</i>	10	Bill of Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.7</i>	11	Warranty Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.8</i>	12	Operation and Maintenance Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.9</i>	13	Easement Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.10</i>	14	Approval Asbuilts Through County DRC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>1.4.3.11</i>	15	Final Acceptance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>