

**CITY OF WHITEHORSE SERVICING STANDARDS MANUAL  
PART I - PROCEDURES  
SECTION 1.6 – CLOSEOUT SUBMITTALS**

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## **SECTION 1.6 – CLOSEOUT SUBMITTALS**

### **1.6.1 GENERAL REQUIREMENTS**

This Section indicates and describes all documents and files required for Closeout Submission to the City of Whitehorse.

With exception to Record Drawings and As-built data, all Closeout Submittals noted in this section, as they apply to the project, are to be submitted to the Engineer prior to issuance of the Construction Completion Certificate (CCC).

If Record Drawings and As-built data have not been received by the City of Whitehorse within 60 days of issuance of CCC, the CCC may be revoked.

### **1.6.2 RECORD DRAWINGS**

All Record drawings are to be drawn in accordance with Section 2.2 of this manual, the Data Acquisition Standard (Appendix 1.K) and the Standard Legend Sheet (Appendix 2B).

Record drawings are to be submitted to the Engineer, for comments and review, within 60 days of issuance of CCC. Record Drawings are to be submitted in pdf format along with one complete drawing set printed at full size complete with all signatures and Engineer's seal.

Service connection records are to be submitted with Record Drawings and are to be contained in a separate booklet in accordance with Appendices 1.E through 1.G.

In the event the Engineer has remarks and/or requires changes made to the Record Drawings, the Engineer is to return 1 set of full size set of the Record Drawings complete with redlines.

The Developer is to submit the Final Record Drawing Set to the Engineer in the following formats:

- One complete set compiled in a single PDF – including all seals and signatures
- One complete set of AutoCAD dwg files - complete with all relevant support files; and
- One complete set of full size hardcopies.

Once submitted, such drawings become the property of the City of Whitehorse.

### **1.6.3 SURVEY DATA**

The Developer is to locate all constructed infrastructure by means of survey and is to submit the point data complete with associated line work in AutoCAD dwg format. Survey data is to meet all requirements outlined in Appendix 1K - As-Built Data Acquisition Standard.

Survey pickup is to be taken prior to covering underground services.

Descriptors are to comply with City of Whitehorse standards outlined in Appendix 2B – Symbols Legend.

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#### **1.6.4 SERVICE, VALVE AND HYDRANT SHEETS**

All completed service sheets, valve sheets and hydrant sheets are to be submitted, along with Record Drawings, to the Engineer as part of the Closeout Submission.

All services are to be recorded on digital service sheets (see Appendix 1.E) and are to include inverts, elevations, material, and a dimensioned location sketch.

Valve sheets are to be completed on digital valve sheets (see Appendix 1.F) for each valve installed.

Hydrant sheets are to be completed on digital hydrant sheets (see Appendix 1.G) for each hydrant installed.

#### **1.6.5 OPERATION AND MAINTENANCE MANUAL**

For construction of City facilities, the Developer is to provide the City with 3 hard copies of the final Operations and Maintenance Manual as part of the Closeout Submission.

The Start-up and Procedure Manual is to be included in the Operation and Maintenance Manual.

#### **1.6.6 INSPECTION AND TESTING REPORTS**

All testing results and inspection reports are to be included as part of the Closeout Submission. The following, as they apply to the project, are to be submitted prior to issuance of CCC:

- Daily inspection reports
- Geotechnical testing reports;
- Sewer camera inspections;
- Water main testing records;
- Asphalt and concrete test results; and
- Commissioning reports.

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**1.6.7 TRAINING RECORDS**

All training reports related to commissioning of a project are to be included in project Closeout Submittals.

Training reports are to indicate:

- The type of training undertaken;
- That demonstration and instructions have been satisfactorily completed;
- Time and date of each training session; an
- A list of persons present.

Training reports can be included in the Operation and Maintenance Manual.