

Company name _____

Contact name _____ Contact phone _____

Billing address _____

Purchase order number _____

Project name _____

Project consultant _____

Date request submitted _____

Type of Inspection Construction Completion Certificate Final Acceptance Certificate
 Final Acceptance Certificate Repairs Internal

The following must apply before proceeding with request:

- Underground Preliminary Final Acceptance Certificate (FAC) Inspection completed
- site is ready; all manholes, cleanouts are located and accessible
- minimum 11x17 plan at 1:1000 scale is attached; underground utilities that require inspection are clearly identified

Comments _____

Collection and use of personal information

Personal information is collected in accordance with section 3 of the *Municipal Government Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* and is protected by FOIP. It will be used to process and complete your inspection request. If you have any questions about the collection and use of the information, contact the Coordinator, Water & Wastewater Distribution & Collection at 780-467-7785.

Office use only

Date request received _____ Work order number _____

Tentative inspection date _____ Completion date _____

Reviewed by _____ Date _____
Infrastructure Management Technologist

Client copy forwarded to client Deficiency list sent to Land Development Technologist

Closed Circuit Television (CCTV) Inspection – Processing

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The following is a synopsis for the request and processing of CCTV requests by Strathcona County Utilities.

1. Client (consultant only) forwards CCTV request to Strathcona County - Utilities. The CCTV request contact is:

Scheduling Supervisor
Strathcona County - Utilities

Phone: 780-467-7785

Fax: 780-464-0557

Mailing Address:

2001 Sherwood Drive

Sherwood Park, AB T8A 3W7

Note: Underground Preliminary Final Acceptance Certificate (FAC) Inspection would normally be completed **prior** to a CCTV request being made. In the event the CCTV request is made prior to FAC inspection ensure all manholes, cleanouts, etc. are located and accessible to Strathcona County camera crews prior to their arrival on site. Failure to ensure access will result in CCTV crew charges and the site being abandoned until proper access is provided. An additional CCTV inspection request would then be required.

The request package will include the cover sheet found at the end of this document, a marked up 11x17 drawing or drawings at a minimum or 1:1000 scale (must be the latest version including any redline revisions), highlighting and clearly identifying the underground utilities that require the CCTV inspection.

2. The Scheduling Supervisor will schedule the CCTV inspection and contact the client with confirmation that the request has been received as well as a tentative date for the CCTV inspection.
3. Flushing of the mains and the CCTV inspection is completed, inspection crew completes inspection report. Additional charges for flushing may be incurred, pending line conditions.
4. The CCTV inspection video and report are reviewed by:
Infrastructure Management Technologist
Strathcona County - Utilities
Phone: 780-467-7785 Fax: 780-464-0557
5. A report is generated and forwarded to the client along with a copy of the CCTV inspection.
6. A list of deficiencies and recommended repairs for Land Development Projects, if required, is sent to:
Land Development Technologist
Strathcona County - Engineering and Environmental Planning
Phone: 780-464-8039 Fax: 780-464-8180
7. Client to contact Land Development Technologist to co-ordinate inspection of the repairs.
8. Upon completion of repairs, consultant to request a CCTV re-inspection following the same process as listed in step number 1.
9. Generally, CCTV inspections will not be completed between the dates of November 01 to April 01 (weather dependent).