

Critical Documentation for Review

1. Sewer Use Ordinance
2. Inter-municipal Agreements
3. Facilities Plans
4. Budgets (last three years)
5. Capital Improvement Plan (CIP)
6. Condition Assessment Reports (Inflow/Infiltration, Sewer System Evaluation Survey, CSO Long Term Control Program, etc...)
7. Ongoing/Pending Project (capacity assessment, asset management, etc...)
8. Standard Operating Procedures (SOPs)
9. Job Descriptions
10. Optimization Studies
11. Organizational Chart
12. Map of the System
13. Critical Replacement Parts Inventory
14. Sanitary Sewer Overflow (SSO) Emergency Response Plan (ERP)
15. Staff Training Schedule
16. Work Orders
17. Information Management System (IMS)/Computerized Maintenance Management System (CMMS) Information
18. Geographic Information System (GIS) Information
19. Standards and Specifications for Installation of Sewers and Appurtances