

VALVE INSPECTION REPORT MANHOLE

Job Task:	To locate, inspect and report on the manhole on each item specified in the inspection form. To take photos and reference photo numbers in the inspection form. To ensure all requirements to undertake the inspection are in place (traffic control, permits, shut plans, confined space, and pump out the valve pit if required). To provide comments on any maintenance required and any further detail on the condition of the manhole. If GIS valve location, attributes or status is incorrect, to provide detailed marked up maps and correct information to QUU redlining.
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Plant Number		Work Order	
Main Size	mm	Trunk Main Set No. & Name	
Address			

MANHOLE Found?	<input type="checkbox"/> YES	<input type="checkbox"/> NO : <input type="checkbox"/> No pit manhole buried <input type="checkbox"/> No pit manhole abandoned		
Indicator post?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Location	<input type="checkbox"/> Road	<input type="checkbox"/> Footpath/Verge	<input type="checkbox"/> Private property	<input type="checkbox"/> Driveway
	<input type="checkbox"/> Easement	<input type="checkbox"/> Reserve / Park	<input type="checkbox"/> Adjacent to Waterway	<input type="checkbox"/> Other _____
Access	<input type="checkbox"/> Vehicular	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> No Access	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Yellow Road	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Confined Space	
Manhole Lid	<input type="checkbox"/> Concrete	<input type="checkbox"/> 2 Piece Cast Iron	<input type="checkbox"/> Other _____	

PIT LID Repairs Required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> Replace Manhole Lid	<input type="checkbox"/> Manhole surround cracked	<input type="checkbox"/> Adjust height
<input type="checkbox"/> Manhole surround misaligned	<input type="checkbox"/> Surface around Manhole subsided	<input type="checkbox"/> Other _____

MANHOLE BOLTS & COVER Condition?	<input type="checkbox"/> Good	<input type="checkbox"/> Poor
Size of Manhole:	<input type="checkbox"/> 580mm	<input type="checkbox"/> 640mm
Size of Cover:	_____mm	Condition : <input type="checkbox"/> Good <input type="checkbox"/> Poor
Number of branch flange bolts	<input type="checkbox"/> 12	<input type="checkbox"/> 16
Flange bolts size & condition:	_____mm	Condition : <input type="checkbox"/> Good <input type="checkbox"/> Poor
Ferrule	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Removed plugged/ plated
Ferrule size	<input type="checkbox"/> 20mm	<input type="checkbox"/> 25mm
Step Irons	<input type="checkbox"/> Good	<input type="checkbox"/> Poor <input type="checkbox"/> N/A
Ladder	<input type="checkbox"/> Good	<input type="checkbox"/> Poor <input type="checkbox"/> N/A

Distance from manhole plate to under side of lid (mm)	_____mm
Manhole Pit Construction type	<input type="checkbox"/> Concrete
	<input type="checkbox"/> Precast Concrete
	<input type="checkbox"/> Concrete Pipe Section 1.2dia
Pit Lid Type - document type:	_____

Any Corrective Action? – access, valve & associated equipment or structure:

☐ Yes

☐ No

General Assessment & Comments

Describe the maintenance required (or any maintenance completed during the inspection).

Corrective Work Priority: **Low** ☐

Medium ☐

High ☐

Shut plan required: ☐ Yes

☐ No

AH work: ☐ Yes

☐ No

Traffic control requirement – “yellow” road permit: ☐ Yes

☐ No

Police: ☐ Yes

☐ No

Pit Condition Rating (1-3):

☐ 1 – Good condition (no maintenance)

☐ 2 – Fair condition (pit requires structural repair)

☐ 3 – Poor condition (pit replacement required)

☐ 4 – Pit to be decommissioned

☐ 5 – Pit decommissioned (bolts replaced & concreted over)

Recommendation (further works and including assessment of remaining service life)

Redlining required: Maps detailed with correct location & attributes to be provided

☐ Yes

☐ No

Inspected by:

Date:

PHOTOS INSPECTION REPORT

Asset Information	Photo Numbers