



## MANHOLE INSPECTION POLICY

PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION  
8130 Allison Avenue, La Mesa, CA 91941  
Phone: (619) 667-1166 • Fax: (619) 667-1380

### Standards for Delivery of Manhole Inspection files:

As a software reference, the City of La Mesa is currently using the following software programs to maintain & access its Sewer and Storm Drain information:

- ESRI's ArcGIS v.10.3 (GIS layers)
- CarteGraph OMS v.8.0 (Work Orders and Reporting)
- GraniteNET (Video capture and inspections)

It is preferred that any deliverables be in the same format as the above-mentioned programs for efficient data exchange. The sections below describe in detail the process for receiving and delivering data related to manhole inspection activities. Database samples, templates, and maps can be provided upon request. A sample of the data deliverable should be submitted for final approval.

### GIS Layers:

Upon working with and delivering any type of GIS layers to the City, ensure that the unique feature ID is included as part of the attribute table (see feature types and ID field names below).

Dataset	Feature class	ID Field
<i>Sewer Collection:</i>		
	Gravity Main	Pipe ID
	Manhole	Facility ID
<i>Stormwater Collection:</i>		
	Gravity Main	Pilot ID
	Inlet/Outlet	Pilot ID
	Clean Out	Pilot ID
	Cross Gutter	Pilot ID

### Manhole Inspection Sheet (blank form attached)

- With any inspection deliverable, all files should be named to include the GIS ID.
- All sections on the inspection sheet are required to be filled.
- Sketch should include the sewer trough with flow arrows.
- Include north arrow on sketch.
- Complete the chimney sketch with size details.

### Videos & Photos:

Any video or photo captured should be associated to an existing GIS feature by unique ID. **For manhole inspections, a PDF summary report shall be delivered at a minimum.**

Videos: .mp4  
Photos: .jpg  
Inspection Report: .pdf

**Deliverables:**

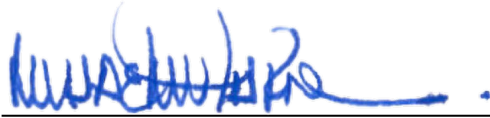
Electronic files complying to these conditions shall be submitted to the City Engineer or his/her designee.

PDF summary report shall be created and submitted to the City.

**For City Use Only:**

Upon receiving a deliverable, please submit to the GIS Technician on staff for further processing.

**APPROVAL:**

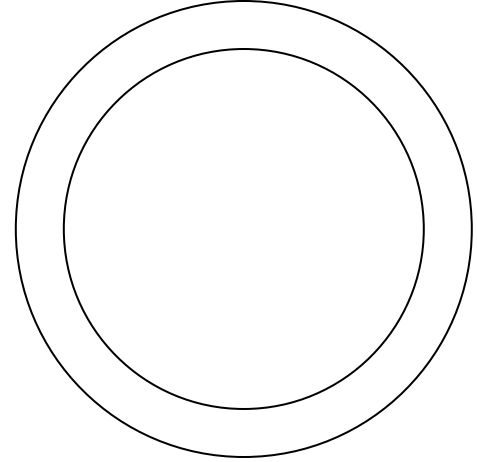
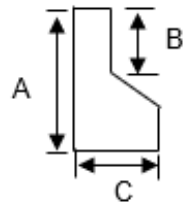


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Michael Throne, PE  
Director of Public Works/City Engineer

# MANHOLE INSPECTION SHEET

**CITY/STATE:**  
**STREET NAME**  
**CLIENT:**  
**PROJECT:**  
**JOB #:**



- Sketch sewer trough with flow arrows
- Include a north arrow
- Complete chimney diagram
  - A – overall depth
  - B – chimney height
  - C – manhole base diameter

GENERAL INFORMATION	
MANHOLE #	
TYPE (Storm/Sanitary/Phone)	
LOCATION (i.e. Cross streets)	
MH DIAMETER	
COVER DIAMETER	
MH MATERIAL	
ECCENTRIC/CONCENTRIC	
COLLAR/MATERIAL	
LINING/MATERIAL	
INVERT: (Pipes terminate at wall or base poured over pipe with top half removed)	
DEPTH	

CONDITION	YES	NO	COMMENTS	RECOMMENDATION
Frame/Cover Corroded				
Frame/Cover Uneven settlement				
Cracked collar or pavement around cover				
Stairs corroded				
Lining damaged				
Walls cracked				
Wall joints offset				
Bricks deteriorated				
Buildup on walls				
Mortar deteriorated				
Sulfide deterioration				
Spalled concrete				
Exposed rebar				
Exposed aggregate				
Root penetration				
Groundwater infiltration				
Solids buildup on bench/invert				

**Miscellaneous Information:**

**OVERALL CONDITION**