

WATER MAIN SHUTDOWN PROCEDURE

1. The decision whether a shutdown, if required, is determined by the Water Supervisor of the Utilities Department. Requests for a shutdown may come from a contractor, City inspector, or Water Resource Division. Fill in the water shutdown form with the location of the water mains affected, the contractor name, address, and telephone number and the proposed date and time of the shutdown. **To that form attach a small copy of the City Water atlas showing the water mains affected and the valves needing to be closed to accomplish the shutdown.** You will need to check with the Water Supervisor extension 7429, Water Resource Division of the Utilities Department. Engineering will check if businesses or residences are affected by the water mains being turned off. If the shutdown is approved, the contractor is the one to notify the people affected by the shutdown. If the Water Supervisor is not there, call Utilities Administration at extension 7211, and they will advise who is taking The Water Supervisor's place for shutdowns that day. Note that a **minimum of two business days'** notice for the Water Supervisor to act on requests is required. Note also, Water Resource Division prefers hot taps in lieu of tie-ins. The hot tap cannot be used if they are required to install a new valve on the line they are tying into.
2. By notifying the Water Supervisor and having him/her check the proposed shutdown, he/she can work out the best time for the shutdown with the Contractor and the businesses affected. Have Water Supervisor or Water Resource Division representative sign the shutdown request.
3. Once all the information is filled in on the form and small sketch attached, give two copies to Water Supervisor or Water representative: one copy to the City Inspector assigned to the project, and one copy for the contractor. Give the originals to Engineering Administration noting that the inspector, contractor, and Water Resources Division (field) already have their copies and to send copies to the Police, Fire Dept., and the Utility office at Finance.
4. On occasions where the Water Resource Division has approved 24 hours or less notification, the City Fire Department needs phone notification at extension 2255 to alert them of the water mains affected with potential fire hydrant turn offs. Give them time, date, location, contractor name, and length of the shutdown.
5. Water shutdowns will only take place on **Tuesday, Wednesday and Thursday.** Sampling requirements take place on Friday to ensure public health and take 24 hours to get results. Monday is reserved for any problems that developed throughout the weekend.

WATER MAIN SHUTDOWN APPLICATION

TODAY'S DATE: _____

PERMIT NO.: _____

INSPECTOR: _____

APPLICATION REQUIRED FOR ANY SHUTDOWN, TIE-IN OR PLACING IN OPERATION OF WATER MAINS:

1. JOB SITE LOCATION: _____

2. DESCRIPTION OF WORK: _____

3. REQUESTED DATE FOR SHUTDOWN: _____ 20____, FROM _____ TO _____
(HOUR) (HOUR)

4. MATERIALS REQUIRED FOR WORK: _____

(MUST BE ON-SITE BEFORE SHUTDOWN)

MISCELLANEOUS PIPE

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE NUMBER: _____

FOR WATER DIVISION USE:

DATE RECEIVED: _____

HOUR: _____

SHUTDOWN PROCEDURE: _____

SIGNED: _____

TIE-IN REPORT

DATE: _____

SHUTDOWN: _____ (HOUR)

TURNED ON: _____ (HOUR)

REMARKS: _____

INSPECTOR: _____

ORIG: Engineering
xc: Contractor
Finance
Fire Department
Police Department
Utilities Division (2 Copies)