

Work Method Checklist

Initial If Complete	Sewer Main Check List Form # WS-B111.01
1. <input type="checkbox"/>	Obtain clearances, location numbers, drawings and forms.
2. <input type="checkbox"/>	Remove obstructions at the site.
3. <input type="checkbox"/>	Notify railway Roadmasters of work near railroad corridors.
4. <input type="checkbox"/>	Circle-check vehicles and log results.
5. <input type="checkbox"/>	Mark water and sewer lines.
6. <input type="checkbox"/>	Meet other utility representatives at the repair site.
7. <input type="checkbox"/>	Submit the Deep Excavation Notification Form.
8. <input type="checkbox"/>	Install all required traffic control devices.
9. <input type="checkbox"/>	Confirm underground utilities have been de-energized if applicable.
10. <input type="checkbox"/>	Coordinate and acquire all required equipment and material.
11. <input type="checkbox"/>	Perform circle checks and follow maintenance schedule for equipment.
12. <input type="checkbox"/>	Ensure trailers are clean and in proper working order.
13. <input type="checkbox"/>	Haul required equipment to site.
14. <input type="checkbox"/>	Backhoe operator and Supervisor IV, discuss the size, location and best method of excavating.
15. <input type="checkbox"/>	Wear required personal protective equipment.
16. <input type="checkbox"/>	Strip, separate and haul asphalt and/or concrete to the designated reclamation site.
17. <input type="checkbox"/>	Excavate parallel to the pipe being repaired.
18. <input type="checkbox"/>	Remove all soil contaminated with sewage.
19. <input type="checkbox"/>	Drain the trench with a flusher/vac truck or bypass pump as the repair is carried out.
20. <input type="checkbox"/>	Plug the sewer main if required.
21. <input type="checkbox"/>	Expose (shallow buried) underground utilities by hand.
22. <input type="checkbox"/>	Support all buried utilities as required by their owner's specifications.
23. <input type="checkbox"/>	Inspect shoring before use.
24. <input type="checkbox"/>	Install shoring with excavator/backhoe and in accordance with manufacturer's instructions.
25. <input type="checkbox"/>	Expand shoring to support trench walls.
26. <input type="checkbox"/>	Access/egress ladder is kept in place while persons are in the excavation.
27. <input type="checkbox"/>	Ensure the tools and crew trailer are clean and in proper working order.
28. <input type="checkbox"/>	Remove failed section of pipe.
29. <input type="checkbox"/>	Install a section of new pipe.
30. <input type="checkbox"/>	Connect the replacement pipe and existing pipe with couplers.
31. <input type="checkbox"/>	Block couplers securely.
32. <input type="checkbox"/>	Disinfect with Min 5% Sodium Hypo-chlorite solution, tools and equipment after use.

33. ____	Inspect repair to ensure it meets all specifications and recommended practices.
34. ____	Ensure backfill material meets City of Saskatoon requirements.
35. ____	Backfill all buried utilities as required by their owner's specifications, and confirm specifications have been met.
36. ____	Compact soil to a standard density proctor minimum of 98%.
37. ____	Use non-shrink backfill material beneath concrete or paving stone sidewalks or driveways.
38. ____	Smooth and level final grade of excavation.
39. ____	Leave the cut down if instructed by asphalt supervisor.
40. ____	Sweep and clean driveways, road surfaces and sidewalks.
41. ____	Inspect the site for cleanliness before leaving.
42. ____	Remove all unnecessary traffic control devices before leaving the site.
43. ____	Submit forms and documentation at the end of the day the job is completed.
44. ____	Update manual and electronic records.
FEEDBACK:	
NON-COMPLIANCE:	
Date:	Signature:
WRR #	Location:
CORRECTIVE ACTION:	
Date:	Signature: