

Work Method Checklist

Initial If Complete	Sanitary Sewer Connection Replacement Check List Form #: WS-B311.01
1. ____	Obtain clearances, work order numbers, drawings and forms.
2. ____	Remove obstructions at the site.
3. ____	Notify railway Roadmasters of work near railroad corridors.
4. ____	Circle-check vehicles and log results.
5. ____	Mark out water and sewer lines.
6. ____	Install all required traffic control devices.
7. ____	Notify the public of restricted water use if required.
8. ____	Confirm underground utilities have been de-energized if applicable.
9. ____	Coordinate and acquire all required equipment and material.
10. ____	Perform circle checks and follow maintenance schedule for equipment.
11. ____	Ensure trailers are clean and in proper working order.
12. ____	The tandem truck operator will haul shoring and crew trailers.
13. ____	Backhoe operator and Supervisor IV, discuss the size, location and best method of excavating.
14. ____	Wear required personal protective equipment.
15. ____	Plug and/or divert the sewer main.
16. ____	Strip, separate and haul asphalt and/or concrete to the designated reclamation site.
17. ____	Excavate parallel to the pipe being repaired.
18. ____	Expose (shallow buried) underground utilities by hand.
19. ____	Support all buried utilities as required by their owner's specifications.
20. ____	Inspect shoring before use.
21. ____	Install shoring with excavator/backhoe and in accordance with manufacturer's instructions.
22. ____	Expand shoring to support trench walls.
23. ____	Install ladder and leave in place while any persons are in the excavation
24. ____	Ensure the tools and crew trailer are clean and in good working order.
25. ____	Determine the length of pipe to be replaced.
26. ____	Assemble required material and pass it to bottom labourer.
27. ____	Prepare sewer connection pipe for repair.
28. ____	Install an elbow.
29. ____	Install a section of pipe and 2 couplers.

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