

Work Method Checklist

Initial If Complete	Water Main Repair Check List Form #: WS-A111.01
1. <input type="checkbox"/>	Obtain clearances, work order number, 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 out 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"/>	Notify the public affected by the water outage prior to shutting down the water supply line.
10. <input type="checkbox"/>	Confirm underground utilities have been de-energized if applicable.
11. <input type="checkbox"/>	Coordinate and acquire all required equipment and material.
12. <input type="checkbox"/>	Perform circle checks and follow maintenance schedule for equipment.
13. <input type="checkbox"/>	Ensure trailers are clean and in good working order.
14. <input type="checkbox"/>	Haul required equipment to site and ensure that the emergency water supply trailer is haul first.
15. <input type="checkbox"/>	Turn on emergency water trailer's heater.
16. <input type="checkbox"/>	Backhoe operator and Supervisor IV, discuss the size, location and best method of excavating.
17. <input type="checkbox"/>	All staff is wearing required safety equipment.
18. <input type="checkbox"/>	Strip, separate and haul asphalt and/or concrete to the designated reclamation site.
19. <input type="checkbox"/>	Excavate parallel to the pipe being repaired.
20. <input type="checkbox"/>	Locate underground utilities by hand or with a feeling rod.
21. <input type="checkbox"/>	Support all buried utilities as required by their owner's specifications.
22. <input type="checkbox"/>	Inspect shoring before use.
23. <input type="checkbox"/>	The Supervisor IV confirms the shoring meets regulations.
24. <input type="checkbox"/>	Ensure shoring does not disturb any underground services.
25. <input type="checkbox"/>	Install shoring with backhoe and must be expanded to support trench walls.
26. <input type="checkbox"/>	Install shoring end plates.
27. <input type="checkbox"/>	Install ladder and leave in place while any persons are in the excavation
28. <input type="checkbox"/>	Observe trench for signs of collapse.
29. <input type="checkbox"/>	Ensure the tools and crew trailer are clean and in good working order.
30. <input type="checkbox"/>	Disinfect tools and equipment before use.
31. <input type="checkbox"/>	Follow Occupational Health and Safety regulations (1996) in cutting, removing and disposing asbestos cement pipe.
32. <input type="checkbox"/>	Expose pipe; determine if a repair clamp will cover corroded area or if the section of pipe will be replaced.

33. ____	Prepare pipe for repair.
34. ____	Install repair clamp.
35. ____	Install a section of pipe and 2 couplers.
36. ____	Assemble required materials and pass it to bottom labourer.
37. ____	Attach two 36lb anodes to existing metallic water main, one on either end.
38. ____	File pipe to bare metal at location of anode wire attachment.
39. ____	Place anode so it does not interfere with the compaction of backfill and wet cardboard cover.
40. ____	Place a Denso tape patch over the spot where the anode is welded to the pipe.
41. ____	Cover couplers that have no protective coverings with Denso paste and tape.
42. ____	Block couplers or repair clamp securely.
43. ____	Energize main and perform water quality tests.
44. ____	Observe new repair for leaks.
45. ____	The Supervisor IV will ensure the repair meets all specifications and recommended practices.
46. ____	Remove discarded pipe from excavation.
47. ____	Backfill all buried utilities as required by their owner's specifications, and confirm specifications have been met.
48. ____	Cover main and service connections with granular material to spring line and compact.
49. ____	Achieve backfill, compaction and moisture content standards.
50. ____	Smooth and level final grade.
51. ____	Sweep and clean driveways, road surfaces and sidewalks.
52. ____	The Supervisor IV inspects the site for cleanliness.
53. ____	Remove unnecessary barricading and detours.
54. ____	Submit a plan of the closed valves to the Valve Supervisor.
55. ____	Fill out all forms and deliver to the appropriate locations.
56. ____	Update records.
FEEDBACK:	
NON-COMPLIANCE:	
Date:	Signature:
WRR #	Location:
CORRECTIVE ACTION:	

Date:	Signature:
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Uncontrolled