

Work Method Checklist

Initial If Complete	Water Connection Repair Check List Form #: WS-A412.01
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 a water outage.
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 the emergency water supply, shoring and crew trailers.
13. ____	Turn on the emergency water supply trailer's heater.
14. ____	Notify Central Dispatch of the emergency water supply trailer location.
15. ____	Backhoe operator and Supervisor IV, discuss the size, location and best method of excavating.
16. ____	Wear required personal protective equipment.
17. ____	Strip, separate and haul asphalt and/or concrete to the designated reclamation site.
18. ____	Excavate parallel to the water connection being repaired.
19. ____	Expose (shallow buried) underground utilities by hand.
20. ____	Support all buried utilities as required by their owner's specifications.
21. ____	Inspect shoring before use.
22. ____	Install shoring with excavator/backhoe and in accordance with manufacturer's instructions.
23. ____	Expand shoring to support trench walls.
24. ____	Install ladder and leave in place while any persons are in the excavation
25. ____	Ensure the tools and crew trailer are clean and in good working order.
26. ____	Disinfect tool and equipment before use.
27. ____	Remove leaking water connection.
28. ____	Assemble required material and pass it to bottom labourer.
29. ____	Install new main stop into service clamp or saddle.
30. ____	Replace damaged water connection pipe with copper pipe.
31. ____	Connect existing and replacement pipe with a union.
32. ____	Goose neck copper pipe.

30. ____	Inspect to ensure the repair meets all specifications and recommended practices.
31. ____	Backfill all buried utilities as required and confirm specifications have been met.
32. ____	Ensure backfill material meets City of Saskatoon requirements.
33. ____	Install throttle valve and hose onto hydrant.
34. ____	Re-energize the water main.
35. ____	Observe the repair for leaks.
36. ____	Connect a 12 lb anode to copper water service lines, connected to non-metallic watermain.
37. ____	Perform water quality testing.
38. ____	Compact soil to a standard density proctor minimum of 98%.
39. ____	Use non-shrink backfill material beneath concrete or paving stone sidewalks or driveways.
40. ____	Leave cut down if instructed by asphalt supervisor.
41. ____	Smooth and level final grade of excavation.
42. ____	Sweep and clean driveways, road surfaces and sidewalks.
43. ____	Inspect the site for cleanliness before leaving.
44. ____	Remove all unnecessary traffic control devices before leaving the site.
45. ____	Submit a plan of the closed valves to the Valve Supervisor.
46. ____	Submit forms and documentation at the end of the day the job is completed.
47. ____	Update manual and electronic records.
FEEDBACK:	
NON-COMPLIANCE:	
Date:	Signature:
WRR #	Location:
CORRECTIVE ACTION:	

Date:

Signature:

Uncontrolled