



Peoria Distribution System - Shut Down Request Form

This form shall be submitted 10 working days in advance of any requests to shut down any lines in the City of Peoria's potable water distribution system. The form is to be submitted through the Engineering Off-Site inspector assigned to the project, who will in turn coordinate with necessary Utility staff. Failure to complete this form will result in delays to construction activities.

TODAY'S DATE:

Name of Project:

Company Name:

Contractor Superintendent

Name\Number:

Description of shut down request:

Requesting system shut down on Date: Time:

Estimated Length of Shut Down: Time:

Peoria Off Site Inspector:

Peoria Utilities Field Supervisor:

Maricopa County Notified: Date: Time:

Peoria Environmental Notified: Date: Date:

Shut Down Area Verified by:

Test Shut down verified on: Date:

Test Shut Down Performed by:

Contractor has been notified that shut down test was successful or failed:

Shut Down Request Approved by: Date:

Is map attached: Yes No

Shut down area being requested:

- North Boundary
South Boundary
East Boundary
West Boundary

- Shut down area has been identified and a minimum of 10 working days has been allowed for pre-valve turning and test shut down to occur by Peoria staff.
Length of shut down has been estimated.
All customers to be effected have been notified by the contractor of the outage and estimated time.
In events estimated to be longer than four hours or events that end up exceeding four hours, Maricopa County must be notified as well as Peoria Environmental. This is to be done by the Distribution supervisor assigned to the shut down but in coordination with off-site inspector and contractor.
Any job taking longer than four hours, City staff will leave the site.
A 2 hour response time will be allowed for City staff to return & open valves.
Area to be worked on is fully excavated and properly shored, with necessary plating to allow for excavation hole to remain open.
All pipes to be cut have had the O.D. checked to ensure that fittings will work with the existing distribution component being worked on.

- All material necessary to perform the job has been delivered and checked for accuracy.
- A 72 hour notice is given to schedule the actual shut down once above criteria is meant.