

Section 01732

PROCEDURE FOR WATER VALVE ASSISTANCE

PART 1 G E N E R A L

1.01 SECTION INCLUDES

- A. Operation of valves. City of Houston employees will operate existing valves. Contractor's employees may operate new valves included in the Project prior to acceptance by the City.

1.02 PROCEDURE

- A. Perform activities listed in Exhibit A attached to this Section.

1.03 SUBMITTALS

- A. Submit request for work order planning meetings in accordance with Exhibit A. Include information listed in Step 1 of Exhibit A, attached to this Section.

1.04 CANCELLATION

- A. Contractor, Project Manager, or Public Utilities Division may cancel a scheduled valve assistance appointment at no extra cost or payment to Contractor. Contractor shall notify City's appointed Project Inspector ("Inspector") 24 hours in advance of cancellation. Inspector shall notify Central Operation Service (COS) immediately upon receipt of cancellation notice. Cancellation may be caused by bad weather, preparation work taking longer than anticipated, or unforeseen delays by one or more of the three parties.

PART 2 P R O D U C T S - Not Used

PART 3 E X E C U T I O N - Not Used

END OF SECTION

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**EXHIBIT A**

**PROCEDURE FOR VALVE ASSISTANCE**

The following procedure will be used by Utility Maintenance Branch personnel when completing a service request from individual Contractors, through Inspector, for operation of existing water valves.

**ROUTINE VALVE ASSISTANCE REQUEST (NON-EMERGENCY JOBS):**

- Step 1.** a. When notified by Contractor, Inspector will schedule a work order planning meeting by calling Central Operation Service (COS) at **(713) 295-5521** and providing information shown below. The work order planning meeting shall be conducted a minimum of three days after the request; excluding weekends, holidays, inclement weather days, and the day of the call.

Location of Work (Street Intersection)	Project #
Project Description	Contractor (Company Name)
Job Superintendent's Name	Superintendent's Office #/Mobile #/Pager #
Contractor's Emergency Information	Name and Phone #/Mobile #/Pager #
Inspector/Senior Inspector	Name, Phone #/Mobile #/Pager #
Date & Time assistance is requested	

- b. COS will create a work order for each wet connection, cut and plug, etc. that will be designated as a "Code 40" (Private Contractor).
- c. COS will give Inspector the work order number. This work order number must be used as a reference in all communications regarding this request for Valve Assistance.
- d. Valve personnel must have the work order number on their route sheet. When valve personnel arrive at the job site for the Work Order Planning Meeting between Inspector, Contractor, and Utility Maintenance valve personnel, they will verify the street intersection and work order number with the Inspector before beginning Work Order Planning Meeting.
- e. During Work Order Planning Meeting, the work to be performed will be outlined and the actual date work will be performed will be mutually determined by Inspector, Contractor and City's Utility Maintenance Division valve personnel, based upon relevant factors such as preparatory work needed, customer requirements, etc.
- f. Valve personnel will perform work specifically outlined in the work order requested. Also, Utility Maintenance Branch valve personnel will only operate existing water valves. Inspector must contact COS and request a new work order for additional work.

- g. Valve personnel will contact the dispatcher and advise when the job is complete. Valve personnel will list all appropriate information on the Crew Activity Report.

**Step 2.** Should valve personnel not be able to keep an appointment to provide valve assistance, Utility Maintenance Branch will provide notification to appropriate Inspector by phone at least 24 hours prior, with that fact and rescheduling information, if available.

**Step 3.** Inspector will notify COS if valve personnel have not arrived at the site within 30 minutes of scheduled appointment. If Contractor is not ready when valve operator arrives to provide valve assistance, the City shall charge Contractor \$50.00 per hour, starting 15 minutes after the scheduled appointment time, minimum one hour charge.

**Step 4.** Contractor will not be due delay claims or downtime if Utility Maintenance Branch has notified Inspector that they will not be able to provide valve assistance as scheduled.

**Step 5.** Test installed new valves in the presence of Inspector before substantial completion inspection is scheduled. Place new valves in open position on or before the Date of Substantial Completion.

**Step 6.** Project Manager will notify, in writing, Utility Maintenance Branch two months before the warranty expires to report any problems they have with new water lines. Project Manager will notify Contractor about these problems.

**EMERGENCY REQUEST FOR VALVE ASSISTANCE PROCEDURE:**

- Step 1.** When notified by Contractor, Inspector will request emergency Valve Assistance due to a broken line/service, etc. by calling COS at **(713) 295-5521** and providing the following information:
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| Location of Work (Street Intersection) | Project #                                  |
| Project Description                    | Superintendent's Office #/Mobile #/Pager # |
| Contractor (Company Name)              | Name and Phone #/Mobile #/Pager #          |
| Job Superintendent's Name              | Name, Phone #/Mobile #/Pager #             |
| Contractor's Emergency Information     |  |
| Inspector/Senior Inspector             |  |
| Date & Time assistance is requested    |  |
- Step 2.** COS will create an emergency work order number and describe the work to be performed.
- Step 3.** COS will give Inspector the emergency work order number. Reference work order number in all communications regarding request for Valve Assistance.
- Step 4.** COS will contact designated valve personnel and assign emergency work order. Dispatcher will follow standard COS procedures if this situation occurs after normal working hours.
- Step 5.** Valve personnel must have the emergency work order number on the route sheet. When valve personnel arrive at the job site for emergency work, they will verify the street intersection and emergency work order number with Inspector prior to beginning work requested for operating existing water valves. Valve personnel will coordinate verification of street intersection and work order number with Inspector prior to performing work.