Attachment A

HRSD

CHECKLIST FOR TIE-INS TO EXISTING INTERCEPTOR FORCE MAINS

(to be used in conjunction with Maintenance of Pipeline Operations Specification)

|  |  |  |
| --- | --- | --- |
| Project Name: | | |
| Location of Tie-In: | | Size: |
| Scheduled Date of Tie-In: | Alternate Date: | |
| Date of Pre-Tie-In Meeting: | Time of Pre-Tie-In Meeting: | |
| CONTRACTOR: | | |
| CONTRACTOR’S Contact Person: | | Cell Phone: |
| HRSD Project Manager: | | Cell Phone: |
| FIRM’s Contact Person: | | Cell Phone: |
| FIRM’s Inspector: | | Cell Phone: |
| Locality where Tie-In will take place: | | |
| Locality Contact Person: | | Cell Phone: |
| Locality Pump Station(s)  to be Shut Down: | | Time of Shutdown: |
| Other Locality / Government / Private Pump Station(s) affected by Shut Down: | | Why: |
| Location to take Sewage from Shutdown:  (include map and details on receiving facilities)  Location to take Grit/Material from Shutdown:  (include map and details on receiving facilities) | |  |
| CONTRACTOR will Blow Air: □ YES □NO | | Start Time:  Air Injection Location: |
| Planned time at which service will be restored: A.M. / P.M. | | |
| Latest worst-case time at which service will be restored: A.M. / P.M. | | |
| Special Conditions or Requirements: | | |
|  | | |
|  | | |
|  | | |

Attach Contractor’s Work Plan Below

Contractor’s Work Plan

(List detailed step-by-step procedure with approximate times

for each step / milestone)

# Contractor’s Contingency Plan

(List steps to be taken by the Contractor / Subcontractors

if something goes wrong)

Preparation Checklist:

Have the following issues been brought to the Contractor’s attention and adequately addressed?

|  |  |  |
| --- | --- | --- |
|  |  | Interim Valve Guides submitted and approved |
|  |
|  |  | Interim Record Drawings submitted and approved |
|  |
|  |  | Jurisdictional approved Traffic Control Plan |
|  |
|  |  | Dewatering System; Method \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |  | Number of Crews \_\_\_\_\_; Number of Workers \_\_\_\_\_  (separate crews required for each 12-hour or longer shift) |
|  |
|  |  | Pipe exposed to limit of tie-in. No additional excavation required for tie-in. |
|  |
|  |  | Check and confirm dimensions of existing pipe and proposed pipe |
|  |
|  |  | Stone in Excavation to provide working area |
|  |
|  |  | Tanker Trucks; number of trucks \_\_\_\_ |
|  |
|  |  | Staging Area of Tanker Trunks near Excavation |
|  |
|  |  | Confirm length of Vac-haul / Tanker Truck suction hose adequate length for desired wetwell sewage level during pump & haul |
|  |
|  |  | Suction pipe/well point discharge must be hauled to sanitary sewer |
|  |
|  |  | HRSD Pump Around & No Charge Policy (4/29/2011) |
|  |

|  |  |  |
| --- | --- | --- |
|  |  | Air Vent must be at high point; will be used to blow off air when pipe is pressurized; Contractor to have a valve and riser pipe available for  immediate installation. Contractor to provide a 50 gallon drum at designated Air Vent for any sewage release during air venting. |
|  |
|  |  | Compressor (Blowing Air); Include a map of the compressor location if to be used |
|  |
|  |  | Confirmation that HRSD has exercised valves per the Valve Operations Request and is prepared for the valve closure / opening support. |
|  |
|  |  | Lights on-site and in working condition  If HDD or HDPE pipe bursting prior to tie-in, confirm relaxation time prior  to cutting pull heads – TIME:\_\_\_\_\_\_\_\_\_ |
|  |

Material Checklist:

| MATERIAL | REQ’D #/LENGTH | QUANTITY ON-SITE | VERIFIED BY | DATE |
| --- | --- | --- | --- | --- |
| Bends / Fittings |  |  |  |  |
| Sleeves (minimum of 2 long body type) |  |  |  |  |
| Restrained Pipe |  |  |  |  |
| Mega-Lugs or approved equal |  |  |  |  |
| Extra Pipe |  |  |  |  |
| Shrink Wrap or other approved pipe / fitting wrap |  |  |  |  |
| Adaptors to Existing Pipe |  |  |  |  |
| Insulated joint (polyethylene spool piece or as otherwise approved) if specified |  |  |  |  |
| Utility warning tape |  |  |  |  |
| #57 Stone |  |  |  |  |
| Project specific stone and other backfill materials in anticipation of backfilling in heavy rain event. |  |  |  |  |
| Surveying Equipment / GPS Equipment |  |  |  |  |
| Ladders per OSHA regs |  |  |  |  |
| Trench Box / Sheeting |  |  |  |  |
| Lights |  |  |  |  |
| Generator(s) |  |  |  |  |
| Pipe Saw |  |  |  |  |
| Air compressor and attachments / wrenchs |  |  |  |  |
| Torque wrench(s) |  |  |  |  |
| Fuel for generators and other critical equipment |  |  |  |  |
| Other: |  |  |  |  |

Acceptance Checklist

Prior to Backfilling

|  |  |  |
| --- | --- | --- |
|  |  | Adequate temporary thrust restraint |
|  |
|  |  | Air Vent riser pipes are installed correctly; corporation stop is OPEN. |
|  |
|  |  | Joints are to be left exposed while pressure is restored |
|  |
|  |  | HRSD confirmed that line is ready for testing (air purged from line). |
|  |
|  |  | Pre Shutdown Pressure has been restored to line for one hour. |
|  |
|  |  | No leaks by visual check and feeling by hand around joints. |
|  |
|  |  | Bolts on Mega-Lugs (or other approved system) are tight and wedging nuts are broken off. |
|  |
|  |  | Measurements and X-Y-Z coordinate data have been taken in the connection area (for record drawings / Valve Guides). |
|  |
|  |  | Photos of New Piping for GIS |
|  |
|  |  | Soil density compaction tests performed (if under pavement) |

Pressure Before Shutdown: Time: