

## Procedures for Replacing Property Owner Lead Water Service

This check list is to be attached to Street Excavation Permits for lead water service replacement.

### Before Beginning Work:

- ❑ Contractor must be qualified by Board of Public Works to work in the street right-of-way.
- ❑ After June 30, 2005, contractor's crews must have received city-approved training from MG&E on working around gas and power lines and on emergency response. MG&E Contact:
- ❑ Application to Connect to Water Service must be approved by the Water Utility.
- ❑ Street Excavation Permit must be approved. For services on which the Water Utility is also working, permit application must be submitted to Water Utility. For services on which Water Utility is not working, permit application must be submitted to the Engineering Division.
- ❑ Plumbing Permit Application must be obtained from Building Inspection Division.
- ❑ Diggers Hotline (1-800-242-8511) Utility Location must be requested. Each excavator is required to make a separate call three working days in advance of digging.
- ❑ Utility locations must be marked. In the case of self-digs (Water Utility side is not being replaced), Water Utility must be notified to exercise the valve prior to replacement date.

### Preparatory Site Work:

- ❑ Determine profile of service between the curb stop and the building foundation. Six feet of cover is normally required.
- ❑ Expose all utilities in the path of the boring tool or cable-pulling tool. If boring toward a utility, either expose the utility for at least 36" on the bore-side of the utility, or dig an extra pilot hole no farther than 8 feet from the utility (closer if possible). Conduct additional excavation as necessary for adequate safety.
- ❑ Measure the distance from the start of the bore to each utility and pilot hole in the path of the boring tool. Mark the hose to indicate the distance to each utility and pilot hole.
- ❑ Notify the Water Utility Inspector to enable inspection prior to beginning the insertion of the pneumatic boring tool.

(Continued)

**During the Operation of the Pneumatic Boring Tool:**

- Station a worker at each exposed utility to observe the progress of the pneumatic boring tool. The worker must be equipped to immediately stop all movement of the pneumatic boring tool.
- When boring, stop at the mark(s) on the hose that indicates the distance to each utility line. If the tool has not entered the hole that exposes the utility line, dig up the tool.

**Post Operation:**

- Provide the Water Utility Inspector with the opportunity to inspect the installed service prior to backfilling the trench/excavation.
- Notify the owner of any utility whose plant has been damaged or suspected of being damaged by the Contractor's operation, regardless of the severity.
- Backfill and compact all excavations in accordance with the Standard Specifications for Public Works Construction.
- Flush the customer's line by running as many cold water taps as possible for at least 10 minutes.