

Water Facility Shutdown Notification Request rev.4

This form is to be used for any process shutdowns that are required to perform maintenance activities, facilitate construction work, etc. Ideally, the completed form should be distributed to all affected parties 14 days in advance to allow scheduling of concurrent activities. Once submitted this form is emailed to all Supervisors and the Project CMOs to approve work at their facilities based on the information provided below.

Hi, Hammad. When you submit this form, the owner will see your name and email address.

* Required

1. Name *

This form shall be completed by the Region's construction liaison or the Plant Operations, Maintenance Supervisor or designated CMO requiring the shutdown.

Enter your answer

2. Requester Department/Division *

Enter your answer

3. Location of Shutdown *

Facility

Enter your answer

4. Rationale for Shutdown: *

Enter your answer

5. Requested Shutdown Date *

Please input date (M/d/yyyy)



6. Alternative Requested Shutdown Date

Please input date (M/d/yyyy)



7. Requested Start Time (Military Time) *

Enter your answer

8. Shutdown Duration *

Enter your answer

9. Is Operations needed, YES or NO? *

If Yes, explain in what capacity?

Enter your answer

10. Is Depot Staff needed, YES or NO? *

If Yes, explain in what capacity?

Enter your answer

11. Is the SCADA Group needed, YES or NO? *

If Yes, explain what work is involved so that the process can be returned to normal operation.

Enter your answer

12. Detailed Description of Scope of Work/Maintenance to be Performed (including what specific equipment or or process will be affected) *

Note: all power outages longer than 30 minutes should include a list of affected loads.

If PLCs, RTUs, WAN equipment, Regulatory Instrumentation and Control equipment will be affected, the contractor will need to provide generators and fuel to back up these systems.

If sump pumps or other flood control equipment will be affected, the contractor will need to provide generators and fuel to back up these systems.

Enter your answer

13. Prep Work for Isolation/Draining/Control of Other Hazardous Energy *

Enter your answer

14. Will disinfection be broken (using a ROV, etc.) YES or NO? *

If YES, explain the considerations for disinfection procedure to be used and who is responsible for it to be completed.

Enter your answer

15. Contingency Planning *

Consider the severity if something were to go wrong.

Enter your answer

16. Consider Potential for any Preventative Maintenance to be completed.

(courtesy)

Enter your answer

17. Weather Forecast

Shutdown may be impacted by the weather.

Enter your answer

18. Email address *

Enter your answer

19. Upload supporting documents (if any) (Non-anonymous question ⓘ)

↑ Upload file

File number limit: 10 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

☐ Send me an email receipt of my responses

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