

# WATER SHUTDOWN PROCEDURE



## PREPARATION

- Setting Shutdown Time
- Forward Planning to minimize inconvenience to customers
- On-site Investigation, prepare shutdown diagram



## APPLICATION

Water Shutdown Request Form submitted to the Services Engineer with a Shutdown Diagram, at least three (3) days prior to the shutdown day or seven (7) days prior to the shutdown day for shutdown affecting large areas.



## APPROVAL BY OTOROHANGA DISTRICT COUNCIL

Confirmation from Services Engineer / arrange advertisement (for large areas) or advise Contractor to distribute Shutdown Cards.



## ADVISE CUSTOMERS

Contractor to advise affected customers (with Shutdown Card) 24 or 48 hours prior to commencement of the shutdown.



## COMMENCING SHUTDOWN

- Notify the Services Engineer;
- Close valves bringing water into the effected area;
- Draw off the water by opening a hydrant within the closed down area;
- Carry out the repair or the required work;
- Answer general public queries;
- Disinfect the closed down area;
- Feed water into the closed down area by opening the valve at live end;
- Flush out the closed down area through an open hydrant;
- Close off hydrant to leave the effected area fully charged with water;
- Notify and explain to the Services Engineer for any time overrun;
- Notify the Services Engineer after the valves are turned back on;
- Complete As Builts and submit with Completion Form to Services Engineer.

# WATER SHUTDOWN REQUEST FORM



## CONTRACTOR TO COMPLETE

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DETAILS OF SHUTDOWN

Date of Shutdown: \_\_\_\_\_

Time: 10.00am to 12:00pm OR 1:00pm to 3:00pm

Location (area affected): \_\_\_\_\_

Reason for Shutdown: \_\_\_\_\_

Are new lines tested and disinfected to ODC approval: Yes  No  N/A

Number of valves affected: \_\_\_\_\_

Valves have been checked for access and operation by: \_\_\_\_\_

Shutdown cards to be delivered by: \_\_\_\_\_

Delivery date: \_\_\_\_\_

Contractor's Supervisor: \_\_\_\_\_

Phone No: \_\_\_\_\_

(Attach plan detailing mains and valves affected)

## ODC TO COMPLETE

Highlighted plan showing mains and services to be affected: Yes  No

Approved Contractor & contact details provided: Yes  No

Shutdown approved by: (Services Engineer) \_\_\_\_\_

Comments/areas requiring special attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time and date approved: \_\_\_\_\_

Shutdown card required: 24 / 48 hours notice (select 1)

Public notification requirements: \_\_\_\_\_

**APPROVED SHUTDOWN FORM TO BE FAXED TO CONTRACTOR PRIOR TO SHUTDOWN**

