

SAMPLE – Work Plans for service connections

SAMPLE – Emergency Contingency Plan for Water

Identify the Project or Development Name and Street Address

To be submitted by the site servicing contractor

Water Connection Work Plan:

1. Alberta One Calls in place, along with City of St. Albert Utilities locates and/or City of St. Albert Transportation locates.
2. Requests for Valve operation to be submitted to Engineering Services inspector(s) at 780-459-1654, a minimum of three (3) business days before starting any work. City of St. Albert Utilities to the test operation of all isolation Water Valves and ensure that the Curb- cock ('CC') shut-off Valve to site is closed before any work takes place onsite.
3. Expose Water plug at property line stub with a hydrovac.
4. Confirm the size of pipe and elevation with engineer.
5. Remove plug and connect using a coupler with a thrust block or spigot to bell gasket type connection.
6. The new TVS valve and or new site 'CC' water shut-off valve to be located from (2) permanent structures. These dimensions to be added to the Record drawings by consultant.
7. Contact Engineering at 780-459-1654, to inspect connections and thrust blocks prior to backfill.
8. Backfill and compact to City of St. Albert specifications.
9. Pressure test and chlorinate once Water lines are completed as per City of St. Albert "Hydrostatic Pressure Testing and Cleaning" procedures.
10. After completion of pressure test and chlorination, line is flushed and disinfected in the following way:
 - i. Boundary CC Valve shall **ONLY** be operated by City of St. Albert for any flushing and testing needs; open boundary Valve.
 - ii. Open bleeder at property.
 - iii. Chlorinated Water is discharged into a holding container and de-chlorinated as per City of St. Albert specifications.
 - iv. After de-chlorination of line has been completed, flush Water into approved area.
 - v. Water sample is taken for biological testing to Capital Health.
 - vi. Contractor will obtain an engineer's stamp on the report upon approval by Capital Health.
 - vii. Forward **ALL** bacterial test results to City of St. Albert for their records (including failed tests).
 - viii. City of St. Albert to turn on/off Water at 'CC'.

Sanitary Service Connection Work Plan:

1. Alberta One Calls to be in place, along with City of St. Albert Utilities locates and/or City of St. Albert Transportation locates.
2. Expose sewer plug at property line using hydrovac.
3. Confirm the elevations are within tolerance of the design; consult with engineer.
4. Remove plug and connect using a coupler or spigot to bell gasket type connection.
5. Connect pipe to pre-benched/pre-cored Sanitary manhole.
6. Grout both inside and outside joints on manhole and grade rings.
7. Contact Engineering 780-459-1654 to inspect connections prior to backfill.
8. Backfill and compact to City of St. Albert specifications.

Storm Service Connection Work Plan:

As above for the Sanitary connection, please provide a point form, step-by-step procedure for the connection of a new Storm line to the existing City mains.

Emergency Contingency Plan for Water Connection:

In the event of an emergency during the connection of the new Water service connection, the following will be done:

1. Notify City of St Albert Utilities (780-459-1557) immediately and inform them of the situation.
2. All Water isolation Valves including the site 'CC' Valve to be operated by City of St. Albert Utilities. The contractor is not permitted to operate any Valves unless specifically authorized by City of St. Albert Utilities (the contractor **MUST** follow the direction of City of St. Albert Utilities).
3. Contractor to perform/assist and follow all instructions as given by City of St. Albert Utilities to complete any repairs. The property 'CC' to remain closed and operated **ONLY** by Public Works when required.
4. Contractor to notify any affected business(s) or residents of any disruption to Waterservice.
5. The location of the shut off Valves are as follows:
 - Isolation Valve #1 - onsite ('CC') shut off: 2.50m South, 5.00m East of tie in
 - Isolation Valve #2 - east along unlabelled road: 15.00m South, 30.00m East of tie in
 - Isolation Valve #3 - north along Everitt Drive North: 9.23m South, 29.62m East of tie in
 - Isolation Valve #4 - south along Everitt Drive North: 45.00m South, 4.80m East of tie in