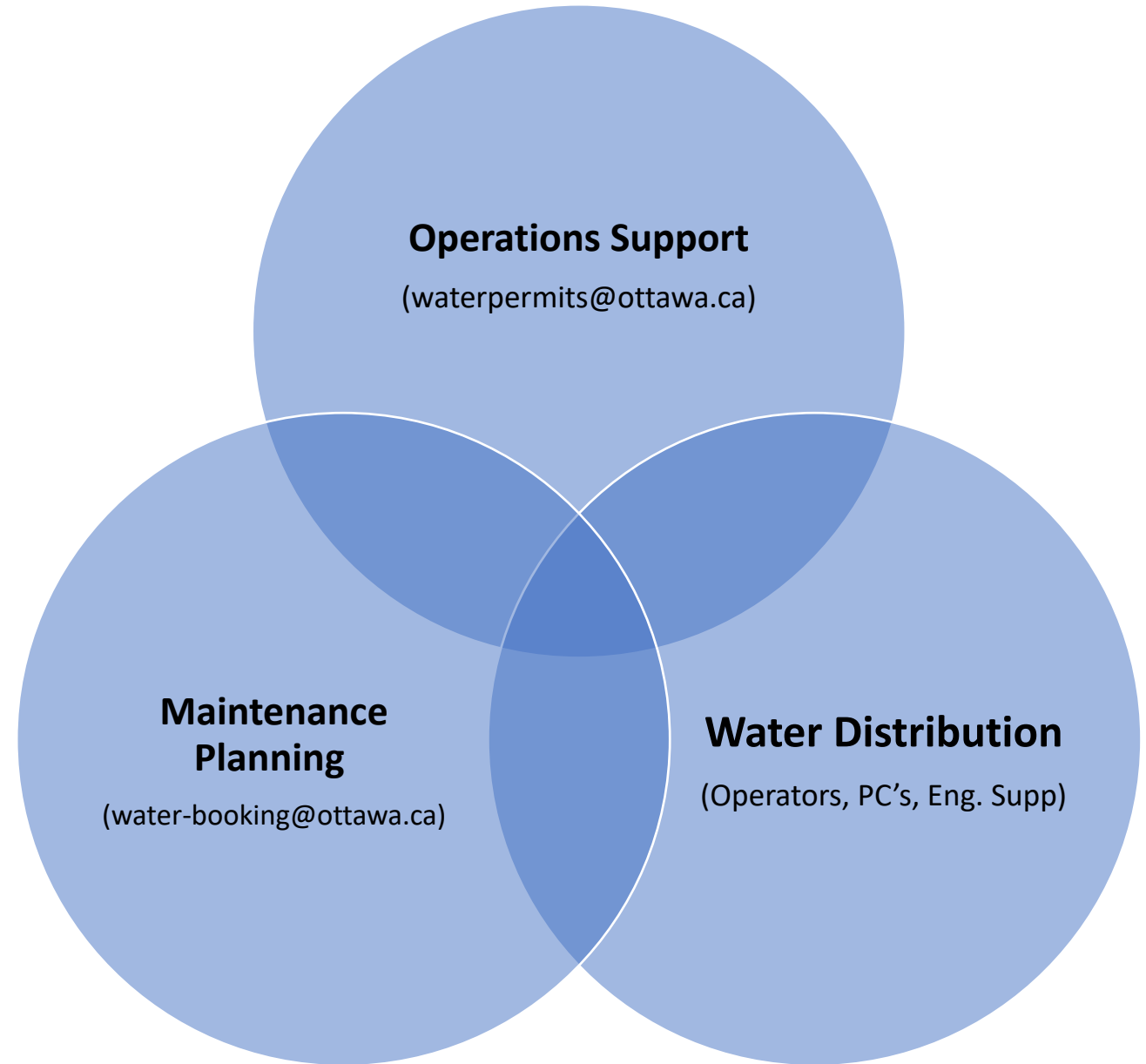


Water Distribution Crew Scheduling & Work Request Process

March 28, 2024

Who are we?

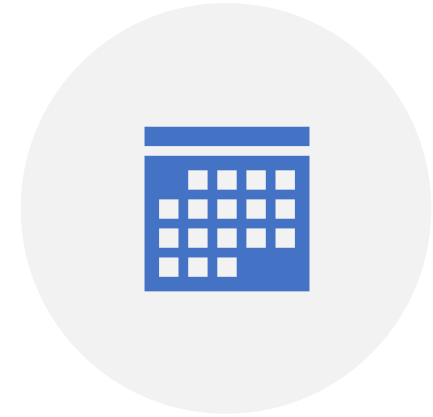





CREW AVAILABILITY VARIES
NO FIRM TIMELINES



OPERATION & MAINTENANCE
OF THE SYSTEM IS PRIORITY



ESTIMATED CREW AVAILABILITY
PROVIDED WEEKLY

A large orange circle on the left side of the slide, partially cut off by the edge.

Popular
Construction
Scheduling
Requests

Watermain connections and
capping's

Hydrant and valve installation
and relocations

Service transfers, connections,
and small service installations

Chlorination

Construction Scheduling Request Form

 Public Works and Environmental Services Department	End User(s): All Staff
Construction Scheduling Request Form	

Inspector Type: Revision #
 Drinking Water Services - Water Distribution Unit

Project Name & Address	<input type="text"/>
Work Order # / Project #	<input type="text"/>
Requested Start Date & Time	<input type="text"/>
Inspector Name & Phone#	<input type="text"/>
City Contract Administrator	<input type="text"/>
Contractor	<input type="text"/>
Site Supervisor Name & #	<input type="text"/>

Notification Required No Yes
Date of Notification
Valves to Operate
In-service Letter Issued No Yes

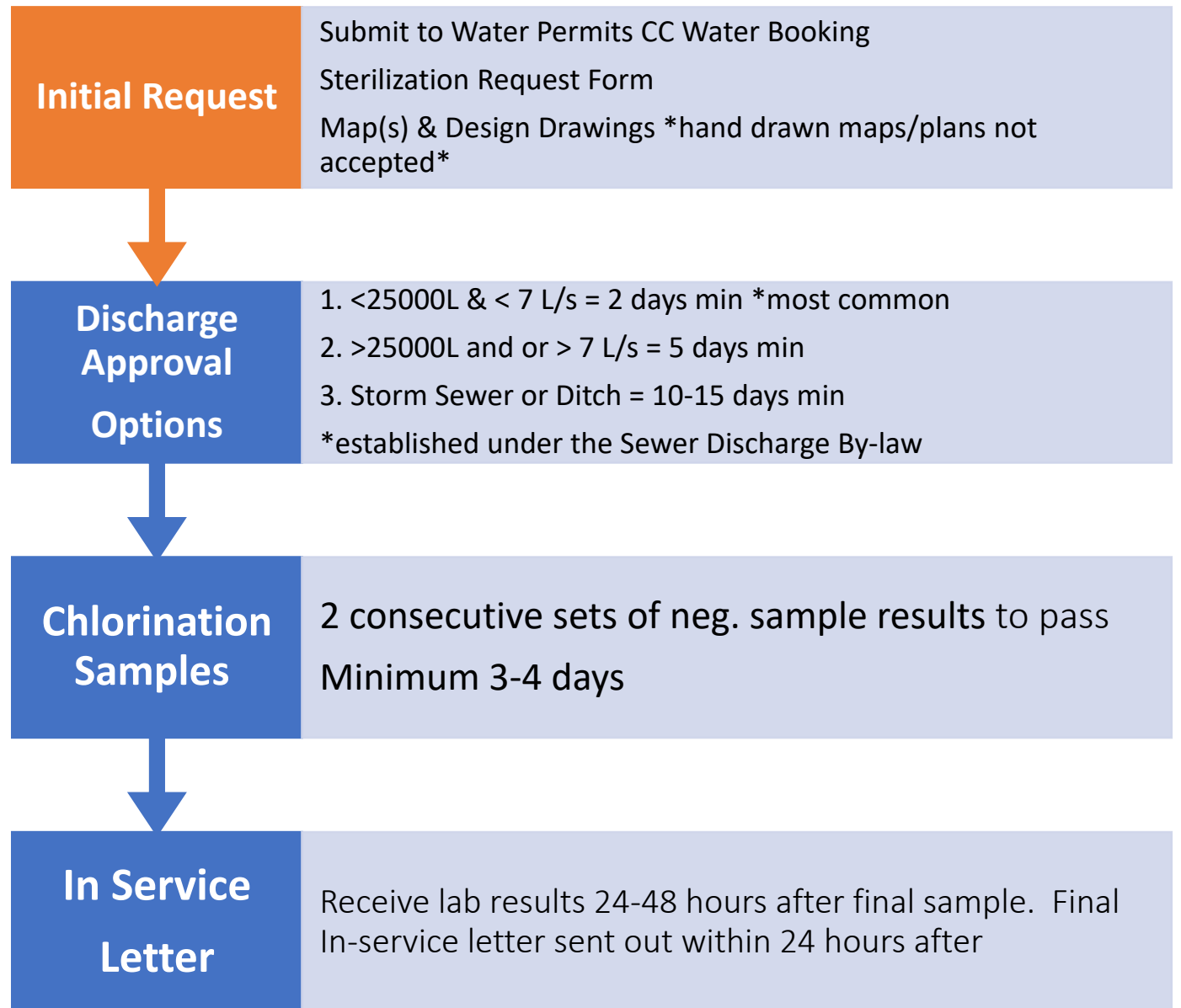
Brief Description of Work Required

Identify type of work such as valve identification, valve isolation limits, pipe connection size, capping size, nozzle installation, temporary service, chlorination, length of connection. Include number and size of service connections, nozzles, etc, location of work, diameter of main, and any other pertinent information.

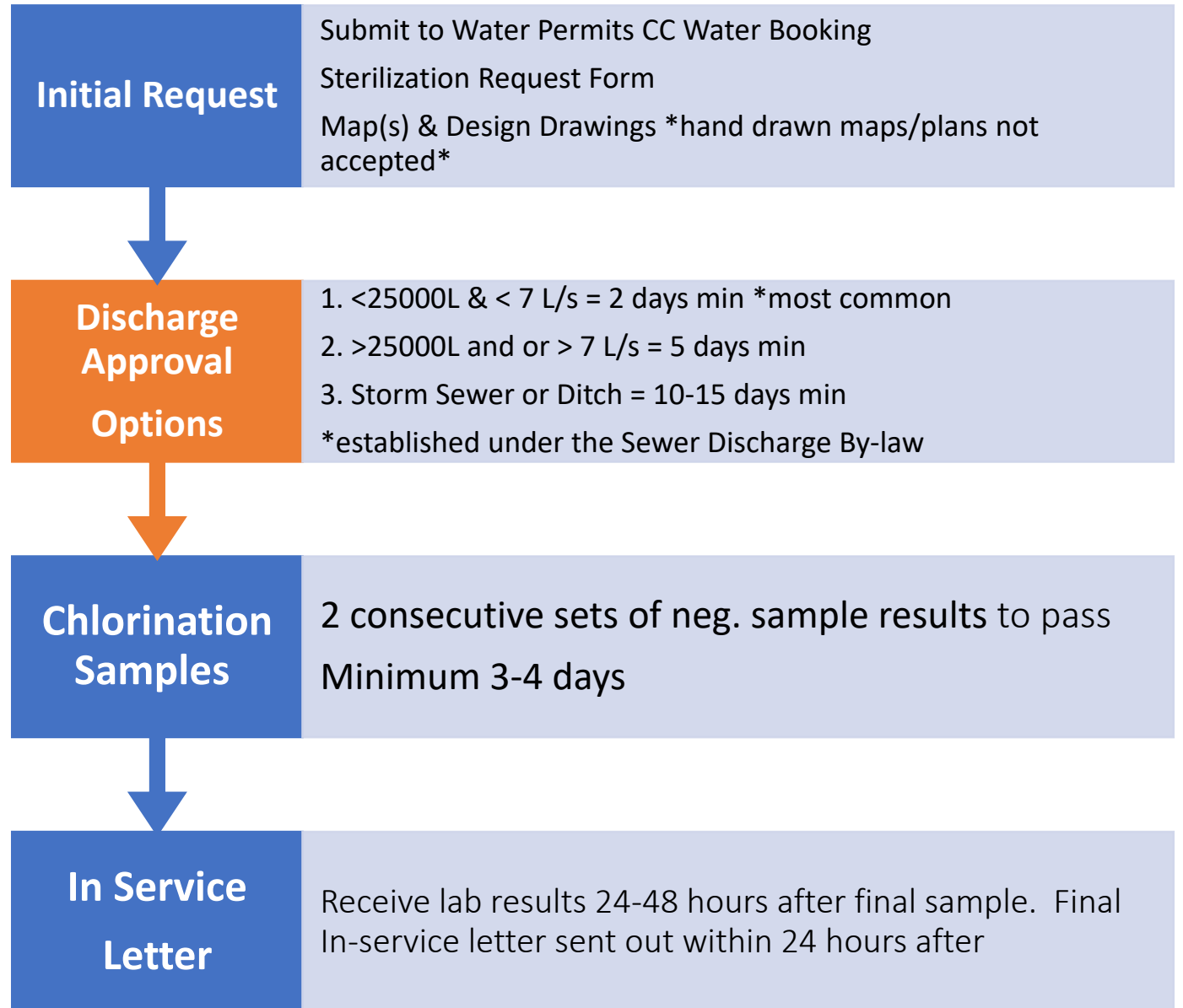
List of Materials Required (DWS to bring to site) *Additional Space on Next Page

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Chlorination Request Process and Timelines



Chlorination Request Process and Timelines

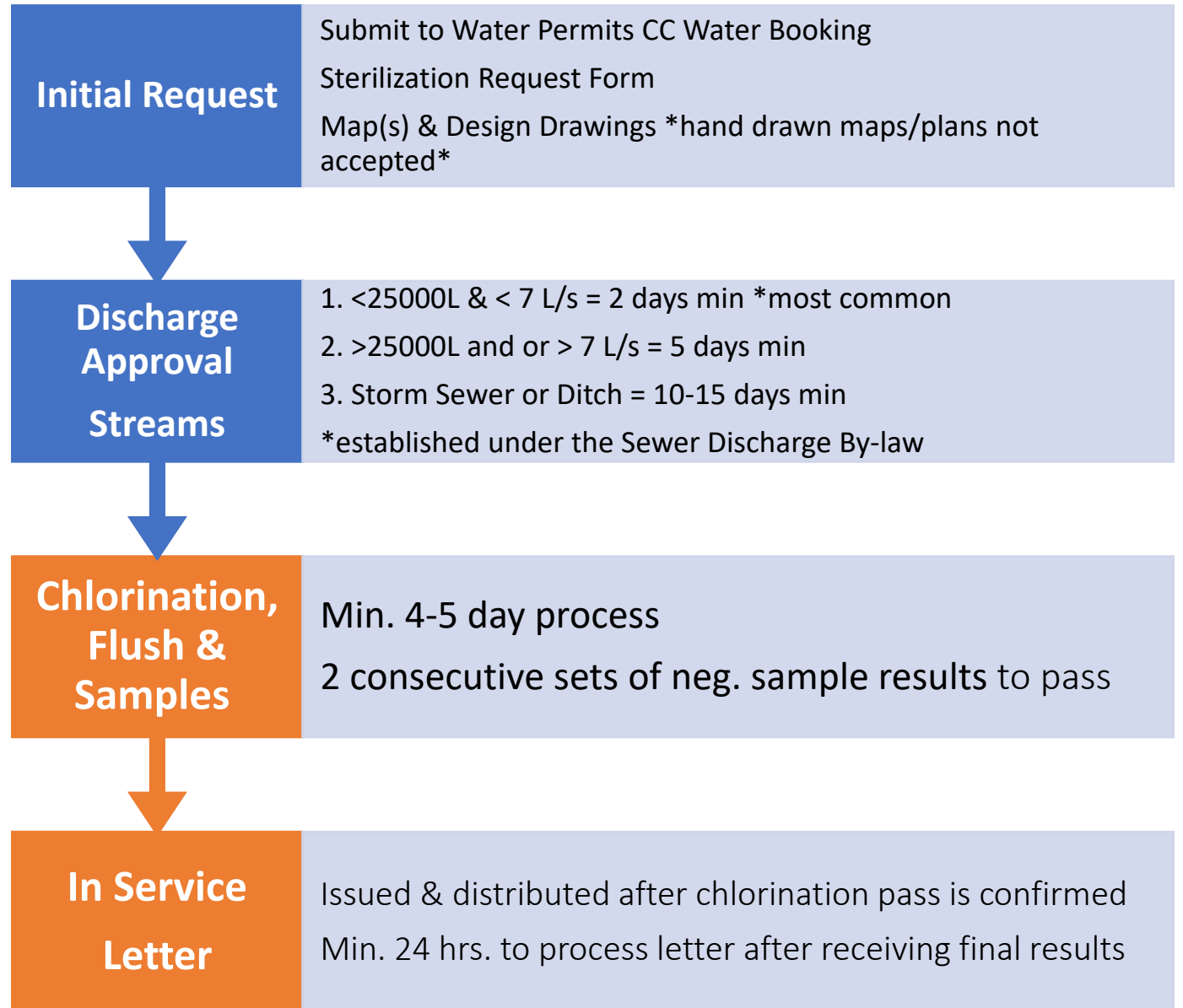




Important

- Requests for discharge approval can be in **ADVANCE** of requesting a crew
- Discharge approvals are valid for **30** days
- Longer validity period can be requested

Chlorination Request Process and Timelines



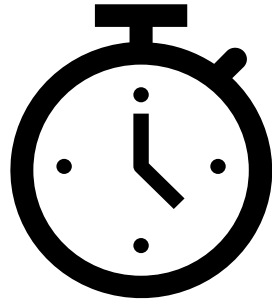
Estimated Timeline & Impacts

“Typical”
total timeline
10-14 days

Impacts to Timeline

- Discharge volumes, rate and location
- Feed source = hydrant
- Incomplete or unclear submission info
- Unsafe or improper site preparation
- Failed sample results
- Crew availability

Minimizing Impacts & Timelines



- **Impacts to timelines can be minimized**



- **Early and prompt collaboration is encouraged**



- **Raise any concerns as they come to light for immediate awareness**



Key Contacts

- Patrick Franey – Water Distribution Operation Engineer (Development Support)- patrick.franey@ottawa.ca
- Chris Miller – Supervisor Water Distribution Support (Capital Project Support) – Chris.miller@ottawa.ca
- Operations Support (Permits/Admin Support) - Waterpermits@ottawa.ca
- Maintenance Planning (Scheduling/Admin) - Water-Booking@ottawa.ca

Thank You

