

**CORPORATION OF THE TOWN OF MARATHON
GUIDELINE**

SECTION: WORKS & OPERATIONS DEPT.	PAGE 1 OF 2
GUIDELINE: CONTINGENCY PLAN FOR WATER PRESSURE LOSS	POLICY NO. <u>WO 0011</u>

PURPOSE:

To establish a contingency plan in the event of a normal pressure loss in the water distribution system.

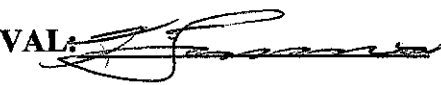
SCOPE:

For all employees involved in operating the water distribution system.

GUIDELINE:

- 1) Once the Works & Operations Manager or his designate is notified that there is a possibility of loss of pressure in the distribution system, he/she will notify the Water Distribution Operator in charge.

- 2) The Works & Operations Manager and the Water Distribution Operator in charge will assess the situation to determine which type of loss of pressure situation has occurred. There are three independent pressure zones within the water distribution system; **Zone 1** – the main town site section **Zone 2** – Penn Lake Heights subdivision and **Zone 3** – The Industrial Park area. There are basically three types of abnormal pressure situations and they are;
 - **Only one water service connection affected - i.e., home owner notice a decrease in water pressure** - The water distribution operator will conduct a site inspection of the property in question to determine if there is a leak in service line supplying water to the property or the building. This task can be completed by shutting off the curb box or listening for noise (running water) in the basement of the building and/or comparing static water pressure on the plumbing in the building to static water pressure at the nearest fire hydrant. Depending on the findings the operator will determine which property the leak is on (Town property Vs Home owner property). If on town property, the operator will repair the break in accordance with the contingency plan for repairing a water main break. If the leak is on the home owner's property, the operator will shut off the curb stop at the property line and describe the options available to the home owner.

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SUPERSEDES GUIDELINE DATED:	DATE: <u>June 27, 2003</u>

SECTION: WORKS & OPERATIONS DEPT.	PAGE 2 OF 2
GUIDELINE: CONTINGENCY PLAN FOR WATER PRESSURE LOSS	POLICY NO. <u>WO 0011</u>

- **More than one water service connection affected** – The water distribution operator will immediately inspect the water distribution system in the area where the complaints have been received, to determine if any water is visible on the surface. If a leak is found the operator will repair the break in accordance with the contingency plan for water main breaks. If no leak is found, will verify that the main line water valves are in the “open” position. If it is determine that one of the valves is in the closed position, the operator will open the valve in accordance with the contingency plan for turning valves. If there is no indication to why a loss of pressure has occurred, the operator will contact, OCWA, the water treatment plant operating authority (during regular business **229-1186** and after hours cellular number **229-6324**) to determine if there is any equipment malfunctioning in regards to the well pumps or booster stations, and is the water consumption rate outside the normal daily average for that time of year. If everything is within normal operating conditions, the water distribution operator will contact a leak detection company to determine where the leak is located.

 - **An entire pressure zone notices a decrease in pressure.** – The water distribution operator will contact OCWA, the water treatment plant operating authority (during regular business **229-1186** and after hours cellular number **229-6324**) to determine if there is any equipment malfunctioning with regards to the well pumps and the booster stations. If this is the case, OCWA will make the necessary adjustment to either the booster stations or well pumps to restore normal water pressure.
- 3) All information will be logged by the Water Distribution Operator in the water distribution logbook. Also, information will be recorded on the water distribution plans attached to the walls in the Works & Operations Office.

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