

**CORPORATION OF THE TOWN OF MARATHON
GUIDELINE**

SECTION: WORKS & OPERATIONS DEPT.	PAGE 1 OF 1
GUIDELINE: CONTINGENCY PLAN FOR MAIN LINE WATER VALVE OPERATION	POLICY NO. <u>WO 0014</u>

PURPOSE:

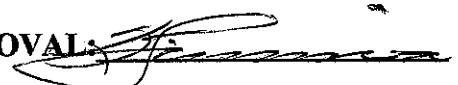
To establish a contingency plan in the event of main line water valve operations.

SCOPE:

For all town employees involved in operating main line water valves.

GUIDELINE:

1. Determine which main line water valves need to be operated by the Works & Operations Manager or his/her designate and the water distribution operator.
2. The water distribution operator and crew will deliver standarizatoin notification forms to all residents affected if the valve operations is for the purpose of valve maintenance.
3. Before valve maintenance operations take place the closest down stream fire hydrant from this valve to be operated will be opened and allowed to run until the valve operation has ended.
4. If a valve is to be operated for isolating purposes, Steps 2 & 3 can be omitted.
5. If a valve is to be operated for isolation purposes, a fire hydrant will be opened downstream of the valve before re-opening the valve.
6. A visual inspection as well as an operational inspection will be recorded on the valve maintenance forms.
7. 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

NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/>	APPROVAL: 
SUPERSEDES GUIDELINE DATED:	DATE: <u>June 27, 2003</u>