

Water Shutdown Sequencing Form

Project Information

Project Name	
LW Project Number	
Project Location (Address or Cross Streets)	
LW Inspector Name (if known)	

Water Shutdown Details (Information required for each shutdown event, if multiple will occur)

Approximate date of start (MM/DD/YEAR)	
Approximate duration of shutdown (Days)	
Valve(s) to close (Identify location)	Provide on sketch
Fire hydrants out of service? Yes/No	
Shutdown Restriction Timing (Month - Month)	

Notes:

- This plan is submitted for any critical shutdown (i.e., 16" and larger transmission mains and/or projects with significant shutdown requiring coordination needs as deemed necessary by Loudoun Water).
- The water line is critical to Loudoun Water operations and must be returned to service as immediately as practical.
- The Contractor shall alert and coordinate with Loudoun Water at least 7 days prior to shutdown.
- This submittal must be reviewed and approved by Loudoun Water prior to issuance of construction permit.

Loudoun Water Provided Information - Addresses for Affected Customers (filled in after 1st submission by Contractor):

Attachments

_____ Description of water shutdown sequence including but not limited to:

- Method of restraint for existing water main,
- Construction activities required prior to work beginning (i.e., pouring line anchors, restrained valves, setup of dewatering equipment),
- Construction activities occurring during water shutdown,
- Disinfection, flushing, testing, and bacteriological sampling steps,
- Any temporary supports or anchoring,
- Methods of dewatering excavation area, as required, when pipe is cut, and
- Cathodic protection materials and installation requirements for any piping requiring protection (if cathodic protection is required, the work associated will be performed after service is restored, in coordination with the LW inspector)

_____ Customer communication plan to include:

- List of affected customers,
- Outreach timing (schedule) to alert customers, and
- Coordination required with Loudoun Water (i.e., door hangers needed, timing, Loudoun Water participation).

_____ Drawing/sketch depicting water shutdown valves for isolation, any locations of any additional restraint items required and location (i.e., line anchor)

Water Shutdown - Testing, Sampling and Restoring to Operation

The following steps depict the responsibilities and requirements while performing the work, including but not limited to construction, testing, sampling, and restoring to operation the line(s) associated with any water shutdown of transmission mains or critical mains.

Contractor

- Submits a Water Shutdown Sequencing Form and obtains approval of sequencing plan from a LW Engineer/Project Manager.
- Coordinates water shutdown schedule with the LW inspector, including plan for notification to any customers that will endure a service disruption.
- Construction activities shall be per construction drawings, specifications, and this plan.
- Disinfection: Chlorination to occur per EDM/specification requirements, in coordination with the LW inspector.
- Testing: Per EDM/Specification requirements and in coordination with the LW inspector.
- Flushing: In coordination with the LW inspector. Construction water charges may be assessed.
- Bacteriological Sampling: LW inspector activity.
- Restoration of service is after all construction activities are complete, including testing and sampling. LW will operate valves to restore service.

LW Inspector

- Ensures contractor performs work in accordance with the approved contract documents and this plan.
- Coordinates valve testing prior to shutdown occurring (confirming isolation) with LW O&M.
- Coordinates valve operation with LW O&M for shutdown and restoring pressure/service after work is complete.
- Observes flushing, pressure testing, and performs sampling to ensure water main meets all requirements prior to placing back in service.
- Communicates (email) with LW internal group regarding commencement of water shutdown operations via "ServiceDisruption".
- Performs daily, visual inspections of the work occurring during the shutdown.
- Communicates (email) with internal LW group regarding completion of water shutdown operations via "ServiceDisruption".