

Hamilton City Development Manual	
Volume 3 : Standard Technical Specifications	Part 6 — Water Supply
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SECTION G : SHUTDOWN PROCEDURES

1.0 INTRODUCTION

All watermain pipe laying and associated fitting installation shall only be carried out by a qualified water Service Person holding the qualification of National Certificate in Water Reticulation.

2.0 SCOPE

The following procedures for Unscheduled and Scheduled Shutdowns are compiled in accordance with the Water Supply Bylaws:

Clause 10.7.5 of the 'Hamilton City Council Water Supply Bylaw 2008' reads as follows:

*"10.7.5 Scheduled Maintenance and Repair
Wherever practical the WSA (Council) will make every reasonable attempt to notify the customer of a scheduled maintenance shutdown of the supply before the work commences. Where immediate action is required and notification is not practical, the WSA (Council) may shut down the supply without notice."*

Continuity of supply to customers shall have a very high priority.

Shutdowns of mains shall be minimised wherever possible by isolating at the ferrule during changeover of services/stoptaps.

To avoid unnecessary shutdowns, and unless specific dispensation is received from Council, an appropriately designed self-tapping ferrule must be used to make live connections to pressured watermains.

For shutdown procedures in rural areas refer to Volume 5 Part 6.

3.0 UNSCHEDULED SHUTDOWNS

The following scheduled work can be completed without a notified shutdown. Work should be completed in less than half an hour. The Contractor shall notify the affected customer(s).

- change or replace a maximum of 2 stoptaps
- changeover a maximum of 2 services
- repair of service where the ferrule is not easily available or not fitted (e.g. ridermain)

The Contractor shall immediately notify WWS of the shutdown if the following emergency work is necessary. (This is so any special customers can be notified):

- repair of broken or burst main
- repair of broken tapping band

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The Contractor shall notify WWS when the watermain is turned back on.

4.0 SCHEDULED SHUTDOWNS

4.1 Application

4.1.1 *Proposed Day*

When selecting a day for the shutdown the Contractor shall ensure that the maximum number of shutdowns permitted in any one day or one week has not been exceeded:

Maximum shutdowns per day	=	3
Maximum shutdowns per week	=	10

In cases of emergency the Contractor shall consult with WWS who may allow the limit to be exceeded.

4.1.2 *Shutdown Diagram*

The Contractor shall supply a copy of the logs and indicate valves to be shut and mains to be affected. Valves to be closed shall be circled and mains affected are marked with a zig-zag line. The shutdown area shall be indicated as clearly as possible in order to be interpreted as a fax transmission.

4.1.3 *On Site Preparation and Investigation*

The Contractor shall flush fire hydrants at any high points prior to the shutdown.

The Contractor shall check that any valves to be used during the shutdown are accessible, operational and functional.

4.1.4 *Fax or Deliver Request to Council*

The Contractor shall complete the "Contractor to Complete" section of the Request Form and fax it or deliver it (along with the shutdown log diagram) to WWS. The Contractor shall ensure the Shutdown request is received by WWS at least 1 day plus 6 working hours before the proposed time of the shutdown.

4.1.5 *Confirmation from Council*

WWS will contact the Contractor at least 24 hours plus 2 working hours before the time of the scheduled shutdown to confirm the shutdown details are acceptable, or discuss changes. Once shutdown details are agreed, the Contractor will arrange for delivery of shutdown cards to advise affected customers of the shutdown.

4.2 General Information

4.2.1 *Shutdown Duration*

The scheduled shutdown shall not exceed 2 hours duration except in exceptional circumstances. The Contractor shall endeavour to complete all work in the 2 hour period. In exceptional circumstances where it is thought more time will be required the Contractor shall apply for a longer duration when submitting the shutdown request.

4.2.2 *Forward Planning*

The Contractor shall minimise inconvenience to customers during the shutdown by such measures as:

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- planning the shutdown to get the water back to as many customers as possible by staging the work
- prior excavations
- checking that pipe and fittings dimensions are compatible
- ensuring that staff, plant and materials are ready and available at the scheduled time of the shutdown
- planning shutdowns at the times that have been established as most acceptable to customers. These are:
 - 10 am - 12 pm
 - 1 pm - 3 pm
- providing temporary supply to certain customers as deemed necessary by Council.

4.3 Commencing a Scheduled Shutdown

4.3.1 *Notify Council*

As soon as the required valves are shut off the Contractor shall notify Council with full details.

4.3.2 *Carry out the Required Work*

The Contractor shall answer any straight forward queries from customers on site relating to the nature of the work. This may occur if a shutdown runs over time or if a customer has not received the shutdown notice.

If a customer requires more detailed information the Contractor shall refer them to Council.

4.3.3 *Late Shutdown Completion*

If it appears the shutdown will run overtime the Contractor shall notify Council with an explanation and revised finish time.

4.3.4 *At Completion of Work*

Council shall be notified of the number of valves turned back on. If the number of valves is different to those originally called in the Contractor shall provide an explanation.