

**PLANNED SHUTDOWN PROCEDURE**

1. Schedule an on-site meeting with the Contractor, Town Inspector, and Water Quality Supervisor. The Water Quality supervisor will provide a map of the area that will be affected by the work.
 - Work must be completed per Town of Apex Specifications and performed within a four (4) hour period.
2. Prior to setting the work date the contractor must contact commercial businesses that will be affected by the shutdown to determine possible hardships as a result of the proposed shutdown.
3. Contractor prepare and email Shutdown Notification letter to Lindley Paynter, Jessica Sloan, Town Inspector and Water Quality Supervisor for approval.
4. Once approved by the Town notices to residents and businesses must be distributed by the contractor one week prior to the shutdown date. In the event of weather where work cannot be performed the following business day the contractor shall be responsible for distributing a second notice with the proposed shutdown date.
5. Contractor call in Locate Ticket for work within a reasonable time of the date of work.
6. Contractor is responsible for pre-mobilization, materials, and installation prior to date of work to help ensure work is completed within the four (4) hour shutdown period. Precautionary measures should be considered including necessary backup materials and other equipment that may be required to perform the work.
7. Contractor is responsible for scheduling an on-site inspection with the Town Infrastructure Inspector, Water Quality Supervisor, or Water and Sewer Operations Manager one day prior to the scheduled shutdown to check for job preparedness.
8. Prior to start time the Water Quality division will be responsible for closing the valves necessary for shutdown. After work is completed the Water Quality division will reopen the valves, flush the lines, and sample the water.

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