

HURRICANE (CONSTRUCTION DEPARTMENT) WORK ORDER

Please fill out form completely. Use new form for each job or call out.

(Please describe in detail what work was performed at the bottom of the page.)

Date: _____

Leak Report #: _____

List: Employees working on job, if employee drove or rode in the truck & if emergency truck lights are on or off.

NAME	REG	OT	STANDBY	CALLOUT	Total HRS	TRUCK #	DRIVER	RIDER	EMERGENCY LIGHTS	Photos

List Active Supervisor - *Describe (in detail) at the bottom of page the tasks performed while actively engaged.

Starting Mileage: _____

Ending Mileage: _____

Dispatched by: _____

Dispatch Time: _____

Time Arrived: _____ am or pm

Time Finished: _____ am or pm

Service Address & City: _____

Work Order Types during a Hurricane: (Please CIRCLE the correct work order type.)

Cat	Task Description	Task	<i>Please fill in or Circle:</i>
CSTD	Distribution - Insert Service	IS	Did you pull the meter? YES NO
MNTD	Distribution -Abandon Main	ABMD	Meter Number: _____
MNTD	Distribution -Abandon Service	ABSD	Meter Reading: _____
MNTD	Distribution -Leak Repair	LRD	<u>Equipment and/or Material Used:</u>
MNTD	Distribution -Move Meter	NMD	
MNTD	Distribution -Reinstate Service	RIIN	
MNTD	Distribution -Replace Lock wing	RPLW	
MNTD	Distribution -Replace Riser	RPRS	
MNTD	Distribution -System	DSSY	
MNTD	Distribution -Valve Maint.	VMD	
MNTT	Transmission -Abandon Main	ABMT	
MNTT	Transmission -Leak Repair	LRT	
MNTT	Transmission -System	TRSY	
MNTT	Transmission -Valve Maint.	VMT	
SO	Pull Meter	SM (AM, PM, AH)	

Was a Contractor used? YES NO Who? _____

Was the line killed? NO Temporarily Permanently

Size: _____ Coat: _____ Length: _____

Remember to take pictures! Describe the work performed. Put drawing on back if line was killed temporarily or permanently. (Use back if necessary.)
