



# WATER SERVICE INTERRUPTION FORM

Public Works Department  
1235 Camino del Rio  
970-375-4800  
7:30 am – 4:30 pm

## A. Completed by Contractor

DATE SHUT- OFF TO BE REQUESTED: \_\_\_\_\_

1. WATER SUPERINTENDENT MUST RECEIVE REQUEST FOR INTERRUPTION OF SERVICE 72 HOURS PRIOR TO DATE OF SHUT-OFF.

2. CONTRACTOR IS RESPONSIBLE FOR PRINTING AND DISTRIBUTING NOTICES OF INTERRUPTION TO ALL AFFECTED CUSTOMERS.

3. DESCRIBE PURPOSE AND LOCATION OF SHUT-OFF (PRINT):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR/COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

### FOLLOWING DATA COMPLETED BY WATER SUPERINTENDENT:

Contact Mark Gallegos at 375-4880

## B. Completed by City of Durango

1. GIS MAP ATTACHED SHOWING VALVES TO BE SHUT-OFF:  
(CIRCLE): YES NO

2. DOES MAP HAVE PROPER VALVES CIRCLED AND NUMBERED?  
(CIRCLE): YES NO

3. PERSON(S) ASSIGNED TO OPERATE VALVES (LIST RADIO CALL NUMBER ALSO)

\_\_\_\_\_  
\_\_\_\_\_

4. Map has been completed and meets requirements to isolate water flow in the immediate area of the water line repair or modification.

Reviewed by Supt.: \_\_\_\_\_ Date: \_\_\_\_\_

5. Approved by Director of Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Otha J. Rogers, P.E.

### CITY OF DURANGO EMPLOYEES ONLY!

#### NOTE FOR COMPLETION OF WATER LINE ISOLATION:

- a. Close **ONLY** the valves marked on the GIS map and noted with a number.
- b. If a valve fails to close make note of the valve location and notify the Superintendent and Director immediately before proceeding.
- c. Test & operate the valves identified at least 24 hours prior to the actual closure date to assure that the valve(s) work.
- d. Write "off" next to the valve when you close it. Write "on" when you open the valve
- e. Bleed the line pressure at the nearest water customer faucet or tap on the line to be repaired before cutting or repairing the line. (Use a pressure gauge to confirm the pressure drop).
- f. Follow the Valve Operating Procedure (SOP) outlined by the Superintendent.