

Municipality of Cumberland Operating Procedure

Pugwash Water Utility – Customer Connection Procedure


General

1. This procedure is created to detail what is required of municipal staff when connecting a new user to the Pugwash Water Utility.

Procedure

2. Coordinate and Schedule time with Contractor responsible for installation.
3. Confirm Water Utility Customer Contract is completed and signed by property owner.
4. Conduct hazard assessment.
5. Confirm existing supply is disconnected, valve is placed correctly, and confirm space has been left for meter installation. Document with photos.
6. Establish a line of communication with Contractor in residence prior to activating the valve. Open curb stop.
7. Wait for Contractor to flush residence plumbing.
8. Test for chlorine residual from a faucet in residence.
9. Scan Contract, any photos, notes, and documentation sheet confirming chlorine residual and forward to Engineering and Operations Administrative Assistant.

If the residence is maintaining a connection to an existing well a backflow preventer shall be required.

<u>Annotation of Official Procedure</u>	
Date of implementation of procedure <u>May 29, 2019</u>	
I certify that this best practice is an official procedure of the Municipality of Cumberland.	
 Justin Waugh-Cress, P.Eng	<u>May 29, 2019</u> Date