



**CITY OF LEE'S SUMMIT**  
PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION  
200 SW Green Street  
LEE'S SUMMIT, MISSOURI 64063

(816) 969-1800 FAX (816) 969-1810

March 5, 2012

Re: Procedure to Shutdown a Watermain for Construction

1. Get as much notice as possible from the contractor.(The current Design and Construction Manual states a minimum of 48 hours.) It is advisable to get with Water Utility's before the 48 hour minimum.
2. Hang door hangers on all residences or businesses that will have service disrupted. The door hanger shall identify the estimated start and duration of the shutdown.
3. City staff should consider businesses that are water dependent: Restaurants, Hair Salon's, etc. Schools are also an important consideration when scheduling water shutdown.
4. Water shutdowns should be scheduled to affect as few as possible
5. Make sure the contractor is well prepared with all fittings and pre-assembled fitting done prior to shutdown. This includes pumps, hoses, discharge location, gasoline, excavated sump holes, manpower, and excavation complete.
6. All necessary straddle block are in place and cured (36 hours recommended minimum).
7. Megalugs are recommended to allow placement and curing time of thrust blocks. Megalugs are not to be used as a stand alone product for restraint.
8. It is recommended that the inspector be knowledgeable of the area and have a map showing valves and mains in the shutdown area.
9. The Inspector should meet with the WU personnel at the site to determine that all valves are uncovered and functional.
10. The following City of Lees Summit positions are notified by email in advance of watermain shutdown:

Fire Dispatch, Dana Arcuri (WU), Chrissy Lukowski (WU), Becci Slavens (PW), Brent Boice (WU), Kelly Welsh (Adm), Kristy Maurer (PW) Maxi Guile (PW), Wes Owen (PW), Julia Lambeth, (WU), Lisa Dueren(WU), Keith Martin (FD), Sandra Clark (CH) Mike Rysner (WU) Tim Mathes (WU).

The inspector should also notify the project manager of the project. All parties should be advised of the, who, what, when, where, and why. The length of shutdown should also be stated. It is advisable to give the contractor plenty of time. If he states it will take him 2 hours, tell all, 4 hours.