



**CITY of DURANGO**  
Public Works  
1235 Camino Del Rio  
970-375-4800

You may complete this form online by using the tab key to move from field to field. If you prefer, you may print a blank form.

## WATER SERVICE INTERRUPTION FORM

### 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 TO BE COMPLETED BY WATER SUPERINTENDENT:

Contact Mark Gallegos at 375-4881

1. GIS map attached showing valves to be shut-off: (circle) Yes or No
2. Does map have proper valves? (circle) Yes or No
3. Will shut-off effect a Licensed Food Service Operation. (Restaurants, Schools, Nursing homes, Hospitals, some grocery stores, etc.) (circle) Yes or No
  - If **yes**, Superintendent will call San Juan Basin Health at 247-5702 and provide date and time shut-off will occur.
4. Person(s) assigned to operate valves: (provide name and radio number below)

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

5. 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: \_\_\_\_\_

6. 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. 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.