

Contractor Guidelines

Primary and Secondary Standbys

Clark Public Utilities personnel will provide a safety standby at utility-owned, locked and energized equipment for various construction related activities (new construction, maintenance, upgrades, etc.).

Contractor is responsible for providing adequate personnel and requesting sufficient standby time for the work to be completed safely at the scheduled standby appointment.

FAQ

What assistance will Clark Public Utilities personnel provide at a standby?

Unlocking equipment and providing a safety watch. No physical help from Clark Public Utilities personnel should be assumed or expected.

What can I expect at a primary standby (Contractor installing primary conduit or primary wire into an energized transformer, Junction box or switch)?

Clark Public Utilities will unlock and open the equipment, provide a safety watch and, if needed, install safety blankets to protect the contractor.

Can I request a primary inspection(s) at the same time utility personnel is on site for a primary standby?

In most cases NO. Superintendent pre-approval and additional scheduling is required.

NOTE: DO NOT pull wire before trench is backfilled. A trench and conduit inspection is required prior to backfilling trench.

What can I expect at a secondary standby (Contractor installing secondary conduit or secondary wire into an energized transformer or secondary pedestal)?

Clark Public Utilities personnel will unlock and open the equipment, provide a safety watch and, if needed, install safety blankets to protect the contractor.

Do I need a standby for verification of existing conductor, conduit or connections/spaces in energized equipment?

No, an equipment assessment can be sent out to a serviceman. Contact your designer or planner to request an equipment assessment. The serviceman will collect the requested information and report their findings to the designer/planner.

Who do I call for disconnects or standby at a meter base or, CT can/enclosure?

Contact Construction Services (360) 992-8558 to schedule a disconnect or standby for access into a meter base or CT can/enclosure. Depending on the scope of work, the service may be disconnected at the source or inside the CT can/enclosure.

Scheduling

To ensure a standby progresses as efficiently and safely as possible, please follow these steps:

- **Notify your designer/planner two weeks prior to the start of work to verify the design to be used is current.**
- Minimum 24-hour advance notice is required to schedule a standby. Available time slots fill quickly. If a specific date and time are needed, at least 5 business days notice is recommended.



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- The following information is required to schedule a primary or secondary standby:
 - Work order #
 - Date and time, if a specific date is needed
 - Location of work site
 - Scope of work to be done (pull primary/secondary, plumb conduit, etc.)
 - Equipment numbers (transformer, J-Box, etc.)
 - Duration requested - Do not under estimate time required to accomplish work. Inspector will be limited to only the scheduled time on site in order to keep other appointments.
- Call the Operations Office, (360) 992-8839, to be added to the standby schedule.
- If needing to delay or re-schedule a standby, 24- hour notice is preferred, at least the morning of the scheduled appointment prior to 7 a.m. The Operations Office phone line, (360) 992-8839, is open at 6:30 a. m.

Site Preparation

Prepare the site prior to the scheduled primary or secondary standby appointment start time:

- **Trench** – Dug out completely to the edge of the energized equipment to be accessed.
- **Conduit** – Extend conduit to within 3’ of the energized equipment access point.
- **Wire** – Trench must be backfilled prior to pulling wire.

Day of Scheduled Standby

Have the following on site and ready by the scheduled appointment time:

- All necessary personnel on site and ready to begin work when energized equipment is unlocked.
- Material needed (elbow(s), conduit, PVC pipe cement, wire pulling lubricant, wire, etc.) on site and ready.
 - Wire spool/coil is set up at the appropriate location/device and is ready to be attached to puller.
 - Wire pulling lubricant is unpackaged and ready for application.
- Tools/Equipment and PPE needed (appropriate wire sock, string, swivel, cutters, pullers, gloves, etc.) are on hand.
- Backfill material is ready at the excavation site – Undermined equipment must be backfilled prior to CPU relocking the equipment.

NOTE: Clark Public Utilities personnel may halt work at any time if the site is unsafe or unprepared

For questions and to schedule or reschedule a standby:

Call the Operations Office

(360) 992-8839

Weekdays, 6:30 a.m. – 4:00 p.m.

