

Work Order Information Sheet

Plants Section C.G.S.

Task Description : Duty Night Shift

Date Completed: _____

Work Order Type: Scheduled- Daily

Reason Created: Regulatory, Maintenance , Operational

Equipment Number : 001

Location : Wanapitei WTP

Task Instructions: Check off each box when completed

- Tours of plant and checks of equipment
- Responsible for the Wanapitei Water Treatment Plant and Process
- Responsible for remote Water locations via SCADA control and monitoring
- Complete shift Lab test and Lab work required to ensure Wan treatment process is effective
- Complete other lab work assigned
- Monitor and respond to SCADA alarms
- Complete Lower level cleaning which includes; sweep and wash all floors (halls , stairs, change rooms , foyer; Clean both change rooms which includes urinals , toilets, vanities , mirrors, fill soap dispensers; Empty all lower level garbage receptacles when required(change rooms, offices) -
- Seasonal – clear snow from front entrances before dayshift begins
- Report to Supervisor any abnormal conditions that need immediate response and Complete Work request form for any deficient items
- Enter data on OP10
- Complete every two hour safety call
- Related duties

Work Order Labor

Labor Class	Description	Employee Name	Hours
LO	Licensed Operator		8

Notes: _____

Operator Signature _____

Supervisor Signature _____

INTEROFFICE MEMORANDUM

TO: STAFF

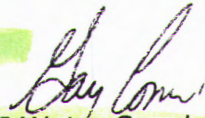
FROM: GARY COMIN, SUPERVISOR III

SUBJECT: WORK ORDERS

DATE: JUNE 7, 2012

Attached are the new Work Orders for Afternoon Duty and Nightshift, similar to the Work orders that have been developed in the past and have been in used for quite awhile they provide guidance on what would normally be done on these shifts. This is an opportunity for review and input on the final version, if anyone wants to provide input please do so by June 15/12 to your immediate Supervisor or myself

Gary Comin



Supervisor III Water Supply