

METROPOLITAN CEBU WATER DISTRICT**PRODUCTION AND DISTRIBUTION DEPARTMENT****DISTRIBUTION DIVISION****Appurtenance Team**

Requested/ reported by : _____ Date : _____

Location : _____

Nature of request / complaint : _____

<input type="checkbox"/> Control valve	<input type="checkbox"/> GV <input type="checkbox"/> BV <input type="checkbox"/> PRV	<input type="checkbox"/> Fire hydrant	<input type="checkbox"/> R <input type="checkbox"/> C	<input type="checkbox"/> Air release valve	<input type="checkbox"/> Blow-off valve
<input type="checkbox"/> install		<input type="checkbox"/> install		<input type="checkbox"/> install	<input type="checkbox"/> install
<input type="checkbox"/> repair		<input type="checkbox"/> repair		<input type="checkbox"/> repair	<input type="checkbox"/> repair
<input type="checkbox"/> replace		<input type="checkbox"/> replace		<input type="checkbox"/> replace	<input type="checkbox"/> replace
<input type="checkbox"/> condemn		<input type="checkbox"/> condemn		<input type="checkbox"/> condemn	<input type="checkbox"/> condemn
<input type="checkbox"/> abandon		<input type="checkbox"/> abandon		<input type="checkbox"/> abandon	<input type="checkbox"/> abandon
<input type="checkbox"/> elev. hand hole box cover		<input type="checkbox"/> rehab		<input type="checkbox"/> rehab	<input type="checkbox"/> rehab

VALVE DATA / AV/AR

Valve diameter : _____
 Valve length : _____
 Valve maker : _____
 Valve type : _____
 Valve con. Type : _____
 Valve installed : _____
 Valve replaced : _____
 Valve location : _____
 Valve turns : _____
 Valve status : _____
 Valve supplier : _____

Other activity : _____

FIRE HYDRANT DATA / BLOW-OFF DATA

Fire hydrant / BOV diameter : _____
 Fire hydrant / BOV status : _____
 Fire hydrant type : _____
 Fire hydrant / BOV barricade : _____
 Fire hydrant / BOV (aux. valve) : _____
 Fire hydrant / BOV installed : _____
 Fire hydrant / BOV replaced : _____
 Fire hydrant / BOV location : _____

DEEP: _____

OTHER MATERIALS NEEDED: _____

SKETCH/DRAWING:_____
Team leader_____
Division Manager_____
Dept. Manager

METROPOLITAN CEBU WATER DISTRICT

WATER TRUCK DELIVERY JOB ORDER / GATE PASS

FRM-DISTRIBUTION-003

(Accomplish in 2 copies)

Control Number : _____

Purpose:

- ☐ Low Pressure Area
☐ Interruption/ No Water
☐ For Paid Request/ Order
☐ Others (As Specified)

Date of Delivery : _____

Name of Customer : _____

Concode or Acct. No.:(if any) _____

O.R. Number: _____

Volume:(Ordered) _____

Rate per Cubic Meter: _____

Amount: _____

METER

Final Reading: _____

Initial Reading : _____

Destination/ Address : _____

Sketch of Destination/Address:(At the back of this form if needed)

Attending Water Delivery team:

Driver: _____

Helper: _____

Plate Number: _____

From Time: _____

To Time : _____

Delivery Accepted :

(CLIENT)

Cleared for Quality :

Cleared for Quantity :

Water Quality Control Division

Distribution Division

METROPOLITAN CEBU WATER DISTRICT

WATER TRUCK DELIVERY JOB ORDER / GATE PASS

(Accomplish in 2 copies)

Control Number : _____

Purpose:

- ☐ Low Pressure Area
☐ Interruption/ No Water
☐ For Paid Request/ Order
☐ Others (As Specified)

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Volume:(Ordered) _____

Rate per Cubic Meter: _____

Amount: _____

METER

Final Reading: _____

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Destination/ Address : _____

Sketch of Destination/Address:(At the back of this form if needed)

Attending Water Delivery team:

Driver: _____

Helper: _____

Plate Number: _____

From Time: _____

To Time : _____

Delivery Accepted :

(CLIENT)

Cleared for quality :

Cleared for quantity :

Water Quality Control Division

Distribution Division

REQUEST FOR WATER SERVICE INTERRUPTION

DATE REQUESTED

WATER SERVICE INTERRUPTION DATA

NATURE OF REQUEST : ☐ PLANNED ☐ EMERGENCY

REQUESTING DEPT./DIV./UTILITY : _____

REPRESENTED BY : _____

DATE OF INTERRUPTION : _____

TIME : _____

REASON : _____

AFFECTED AREAS : _____

(to be filled up by PDD) _____

ATTENDING : ☐ V.O. 841 ☐ V.O. 842 ☐ V.O. 843

VALVE OPERATORS ☐ NOT APPLICABLE (MSSD, VECO, MECO, CEBECO INTERRUPTIONS)

SKETCH :

AS REQUESTED :

APPROVED BY :

REPRESENTATIVE NAME & SIGNATURE

PDD, DEPT. MANAGER/ DIV. MANAGER