



Water & Sewerage Department

Central Services Facility
6425 Huber Street
Detroit, MI 48211

DWSD Permits: 313-267-8000
Emergencies: 313-267-7401
detroitmi.gov/dwsd

GLWA – Systems Operations Control Division Phone: (313) 267-6000 or (313) 267-9000 Fax: (313) 267-9015 or (313) 267-6051

Check one of these boxes

EQUIPMENT SHUTDOWN REQUEST (ESR) / FACILITY ACCESS REQUEST (FAR)

Date:
Contract Number (if applicable):
To: Biren Saparia, SCC
Through:
Request Number:
Copy To: SCC Team Leaders Thomas Hall
File SharePoint Library
scc@glwater.org
permits@glwater.org

Facility Name & Address:

For ESR Only

Equipment Out of Service:
Impact of Shutdown:
(VIDEO SHALL BE PROVIDED TO DWSD/GLWA FOR SEWER CCTV REQUESTS)

Start Date & Time: Finish Date & Time:

Reason for Access/Shutdown:

Additional Remarks:
Onsite Contact Name & Ph.
No. Attach Drawings/Gate Sheets
Traveling Operator Required: Yes / No

1) NECESSARY 2) AS NECESSARY

REQUESTER
Signature:
Name:
Title:
Company:
Phone: Fax:
Approved
Not Approved
Name: SIGNATURE & DATE
Title:
Phone: Fax:

For all CIP Projects, CIP Contracts, or Permitting Projects

4) AS NECESSARY – FOR ESR 3) AS NECESSARY – FOR ESR

For ESR Only

Approved
Not Approved
Name: Thomas Hall SIGNATURE & DATE
Title: Team Leader – Mechanical, SCC, GLWA
Phone: (313) 267-1290 Fax: (313) 267-7552
Approved
Not Approved
Name: SIGNATURE & DATE
Title:
LH NE WWP SPW SW WTP WWTP WMV
Phone: Fax:

For all Shutdowns Affecting WTP/WWTP/ System Valves & Gates

5) NECESSARY

Approved
Not Approved
Name: Kenneth Miller SIGNATURE & DATE
Title: M&R Manager, DWSD
Phone: (313) 267-3620 Fax:

SIGNATURE OF APPROVAL REQUIRED BEFORE PROCEEDING WITH ANY SHUTDOWN

- 1. Requests with all pertinent attachments must be submitted 21 calendar days in advance for ESR and 21 calendar days in advance for FAR.
2. Always reconfirm approval by calling System Control Center (SCC) the day before scheduled shutdown at (313) 267-6000 or (313) 267-9000.
3. Notify SCC immediately after entering and immediately before leaving the FACILITY (Also, before entering & after leaving CONFINED SPACE).
4. Notify SCC immediately before & immediately after disabling/enabling any equipment.
5. Approvals granted are subject to change contingent upon weather and/or load conditions.
6. Re-approvals are mandatory for shutdown extensions.
7. Notify all individuals approving shutdown ASAP when rescheduling/postponing/canceling.