

WATER TOWER ACCESS POLICY FOR TOWER TENANTS

The purpose of this policy is assure the Town's water towers are secure at all times.

Tower tenants require access to the water towers to perform maintenance, repair and replacement of their facilities and equipment. This policy will provide a procedure and documentation for the verification that the companies have authority to access the water towers and which personnel from the entities are approved.

1. Each company must have an authorization form on file listing the approved personnel and contact information and supervisor contact information.
2. Contact information shall be but not limited to name, title, office phone, and cellular phone of personnel who are approved to enter tower.
3. Contact information including but not limited to name, title, office phone, and cellular phone of approved personnel's supervisor.
4. 24 hour notice must be made for entry to the water towers.
5. Entry hours for the water towers are for Business Days Only (Monday through Friday) between 7:00 AM and 4:00 PM. Access required outside these hours must be prearranged with the Department of Public Works. Work must be completed within this time frame.
6. Pre-authorization of contractor
7. Current Insurance certificate must be on file with the Town of Grand Chute.

CELLULAR COMPANY NAME

ADDRESS

CITY

STATE

ZIP

CELLULAR COMPANY CONTACT INFORMATION

SUPERVISOR

OFFICE PHONE

MOBILE PHONE

TITLE

AUTHORIZED PERSONNEL TO ENTER TOWERS

CONTRACTOR/
COMPANY

AUTHORIZED NAME

PHONE

CONTRACTOR/
COMPANY

AUTHORIZED NAME

PHONE

ACCESS INFORMATION

DATE ACCESS NEEDED

TIME ACCESS
NEEDED

TOWER ADDRESS

DATE ACCESS NEEDED

TIME ACCESS NEEDED

TOWER ADDRESS

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Fax to 920-832-6036 or email to publicworks@grandchute.net