

WATER TOWER ACCESS POLICY FOR TOWER TENANTS

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1. Each company must have an authorization form on file listing the approved personnel and contact information and supervisor contact information.
 - a. Contact information shall include name, office phone number, mobile phone number, and title of approved personnel's supervisor.
 - b. Contact information shall include company, name, and phone number of personnel who are approved to enter tower.
2. 24 hour notice must be made for entry to the water towers.
3. Access to towers is restricted to authorized personnel only. Access is limited to Monday through Thursday between 7:15 a.m. and 3:15 p.m. and Friday between 7:15 a.m. and 9:45 a.m. Access required outside these hours must be prearranged with the Department of Public Works. Work must be completed within this time frame.
4. Call Public Works within 24 hours of access to ensure pre-authorization of contractor was given; 920-832-1581.
5. Current Certificate of Insurance (COI) listing the Town of Grand Chute as an additional insured must be on file with the Town prior to receiving authorized tower access.

For further information call Public Works at 920-832-1581

Submit form by fax: 920-832-6036 or email: publicworks@grandchute.net

TOWER ACCESS AUTHORIZATION FORM



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 TIMES ACCESS NEEDED (START TO FINISH) TOWER ADDRESS

1. 24 hour notice must be made for entry to the water towers.
2. Entry hours for the water towers are for Business Days Only; Monday through Thursday between 7:15 a.m. and 3:15 p.m. and Friday between 7:15 a.m. and 9:45 a.m. Access required outside these hours must be prearranged with the Department of Public Works. Work must be completed within this time frame.
3. Call Public Works within 24 hours of access to ensure pre-authorization of contractor was given; 920-832-1581.
4. Current Certificate of Insurance (COI) listing the Town of Grand Chute as an additional insured must be on file with the Town prior to receiving authorized tower access.

Submit form by fax: 920-832-6036 or email: publicworks@grandchute.net

OFFICE USE ONLY

APPROVED/DECLINED BY TOWER OPENED BY TOWER CLOSED BY

DATE DATE DATE
TIME TIME TIME