

WATER TOWER ACCESS POLICY FOR TOWER TENANTS

The purpose of this policy is to 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.
 - 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. Twenty-four (24) hour notice must be made for entry to the water towers.
3. Entry hours for the water towers are during business hours only. Access required outside of these hours must be prearranged with the Department of Public Works, and is billable.
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@grandchutewi.gov

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

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@grandchutewi.gov

FOR OFFICE USE ONLY (BELOW):

COI EXPIRES: _____

APPROVED BY: _____ DATE: _____

TOWER OPENED BY: _____ DATE/TIME: _____

TOWER LOCKED BY: _____ DATE/TIME: _____