

APPENDIX I.E – SERVICE SHEETS




I.E.1 REQUIRED INFORMATION

The following information is required on service sheets

(Numbers in this list correspond to numbers on sample Service Sheet).

- 1) Name of Contractor
- 2) Address of service location (if applicable)
Block number of service location
Lot number of service location
- 3) Date service connected to main
- 4) Date water service placed into service (to be completed by City only)
- 5) Frost plug
- 6) Additional Information:
 - Water service lead “greased”
 - Tapping valve sleeve service connection
- 7) Depth of CC at property line (m)
- 8) Depth of service connection at the watermain (m)
- 9) Nominal pipe size of water service (mm)
- 10) Material composition of pipe, insulated water service: yes or no (circle one)
- 11) Dimension from property line to centerline of watermain (m)
- 12) Depth of sanitary service at property line (m)
- 13) Depth of service connection at the sanitary main (m)
- 14) Nominal pipe size of sanitary service (mm)
- 15) Material composition of pipe, insulated sanitary service: yes or no (circle one)
- 16) Dimension from property line to centreline of the sanitary main (m)
- 17) Depth of storm service at property line (m)
- 18) Depth of service connection at the storm main (m)
- 19) Nominal pipe size of storm service (mm)
- 20) Material composition of pipe for storm service

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- 21) Dimension from property line to centerline of the storm main (m)
- 22) Sketch of the service location as follows:
 - Sanitary Service 
 - Water Service 
 - Storm Service 
- 23) Dimension from property line to centerline of CC (m)
- 24) Dimension from centreline of water service to centerline of sanitary service - if installed in common trench (m)
- 25) Dimension from property line to centreline of sanitary main (m)
- 26) Dimension from property line to centerline of watermain (m)
- 27) Size and material composition of the sanitary main
- 28) Size and material composition of the watermain
- 29) Lot number, block number
- 30) Street and/or Avenue
- 31) Boundary valve location and number
- 32) Manhole Location
- 33) Dimension from water service at the main to the nearest valve (m)
- 34) Dimension from sanitary service at the main to the nearest manhole (m)
- 35) Squirt test: Pass/Fail (circle one)
- 36) Frost Protection: Recirc/Heat Trace (circle one)
- 37) Continuity Check: Pass/Fail (circle one)
- 38) PRV required: Yes/No (circle one)
- 39) For Service Sheets prepared for areas with substantial and complicated service networks, a profile sketch is required in conjunction with plan view sketch to illustrate the vertical relationships between installed services.



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SERVICE CONNECTION RECORD

NAME _____ ADDRESS _____ BLOCK _____ LOT _____

DATES	WATER	SEWER
On at Main	Depth at P/L:	Depth at P/L:
On at CC	Depth at Main:	Depth at Main:
Frost Plug	Pipe Size:	Pipe Size:
Memo:	Pipe Material: Insul. Yes/No	Pipe Material: Insul. Yes/No
	Length from Main to P/L:	Length from Main to P/L:
		STORM -
	Squirt Test: Pass/Fail	Depth at P/L: -
	Frost Protection: Recirc/Heat Trace	Depth at Main: -
	Continuity Test: Pass/Fail	Pipe Size: -
	PRV Required: Yes/No	Pipe Material: -
		Length from Main to P/L: -

CLEARLY INDICATE LOCATION OF CC AND ROUTE OF PIPES ON DRAWING BELOW

- 1) Note number of main valves required to be closed, to isolate this service, in margin
 - 2) All dimensions to be tied to property line
 - 3) All dimensions to be metric
 - 4) Depth @ property line is based on design elevation at the time of construction and changes may have occurred

