



Standard Operating Procedure				SOP #:	PW-0514
Description:	Repair of Cave-ins, Concrete and Asphalt Structures				
Department:	Public Works – Concrete & Sidewalk Repair			Date Revised:	2/22/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/16/2014			Original Date Prepared: 4/16/2014		
Job Classification: All Concrete & Sidewalk Personnel					

OPERATIONAL OVERVIEW: To ensure proper maintenance of concrete and asphalt structures, and repair cave-ins on right of way and easements. Additionally, all Concrete & Sidewalk Personnel and Supervisors will prevent and/or minimize storm water impacts during such work.

STANDARD OPERATING PROCEDURES:

1. Initial investigation of Service Request Orders (SROs) will be completed by the Supervisor or appointed personnel.
2. Identify the weather conditions.
 - a) On rainy days crews will be reassigned by the Supervisor to assist in removal of debris from catch basins.
3. The area for cave-in repair or replacement of catch basin tops and storm drain tops/grates will be determined by Department Supervisor.
 - a) Emergency SROs are given preference and are properly secured until they are repaired.
4. The Supervisor will assign daily work schedules for the repair of cave-ins on concrete structures, asphalt structures, and cave-ins located in yards for which the City of Mobile has liability.
5. Ensure the appropriate spreadsheet is on hand for that day.
6. All Vehicle Operators are required to inspect equipment and ensure that all components are functional before utilizing equipment. Report all inspections on the Daily Report.
 - a) Any component found to be inoperable or in need of repair during inspection should be reported to the Supervisor and a work order shall be obtained.
 - b) All Vehicle Operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.
7. Crews shall report to assigned work areas and ensure that all safety protocols are met while on jobsite.
8. Employees are to use all required Personal Protection Equipment (PPE) while on jobsite.
9. Operators are to follow manufacturer's recommended procedures.
10. Ensure material/product is properly loaded, not leaking and covered during transport & application.



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11. If vehicular traffic will be interrupted, install temporary traffic control devices and signs to warn and divert drivers.
12. Ensure sediment/runoff/inlet protection devices such as silt fences, wattles, etc. (BMPs) are on-site and in adequate numbers (if needed).
13. Ensure spill response equipment and supplies are stocked/readily available. If a spill occurs, follow spill response procedures as described in the Spill Response SOP.
14. Install inlet protection devices at nearby catch basins down gradient of the work area, according to BMPs (if needed).
15. All repairs, replacements, and material usage are recorded on the Daily Report and turned in to the Supervisor by Vehicle Operators.
16. At the end of repair/maintenance, remove all inlet protection devices.
17. All repairs, replacements, and material usage are recorded on daily worksheets and turned in to the Supervisor by Vehicle Operators.

EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations, storm water pollution prevention and spill response.
2. Keep a copy of the tracking spreadsheet.