

Appendix 10

- **Guidelines for Issuing Work Orders**

Guidelines for Issuing Work Orders

Activity #	Activity Description	Work Order issued by (Segment Type)	Work Order Issue Instructions	Work Order Issue Date	Work Order Due Date
1400	Supply Winter Sand/Salt Mixture	1 line item per shop OR 1 work order per shop	Complete is the sand shed full of pickled sand. Includes supply and mixing.	May 1	full CMA snowplow availability date
1400	Supply Winter Sand/Calcium Mixture	1 line item per shop OR 1 work order per shop	Complete is the sand shed full of pickled sand. Includes supply and mixing.	May 1	full CMA snowplow availability date
1400	Supply Salt	1 line item per shop OR 1 work order per shop	WO issue for fiscal year April 1 - March 31. WO should include these instructions: the salt sheds should be full by August 31, and refilled (in necessary) by October 15.	April 1	March 31
1400	Supply of Other Ice Control Chemicals	1 line item per shop OR 1 work order per shop	WO issue for fiscal year April 1 - March 31. WO should include these instructions: the salt sheds should be full by August 31, and refilled (in necessary) by October 15. Also, pre-wet chemical storage tanks should be filled to capacity by the full truck availability date, and refilled as necessary.	April 1	March 31
1500	Subgrade Excavation	project	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1500	Subgrade Excavation Subsurface Drains	project	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1600	Crack Sealing; Hot & Cold Pour Emulsion	1 line item per shop OR 1 work order per shop	WO issued near start of fiscal year to be completed by end date (June 30).	April 15	June 30
1600	Crack Sealing; RACS	1 line item per shop OR 1 work order per shop	WO issued start of fiscal year, to be completed by September 30 (180 days to complete)	April 1	September 30
1700	Fogging	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1700	Surface Repair – Spray Patch	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		

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1700	Crack Repair – Spray Patch	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1800	Pothole Patching by Hand	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1800	Asphalt Pavement Patching – Hand	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1800	Emergency Patch, Proprietary Material	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1800	Emergency Patch	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1900	Cold Mix; (Grader)	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1900	Hot Mix; Rut Repair	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
1900	Hot Mix (Paver)	1 line item per shop OR 1 work order per shop	WO issued early in the season, with a due date of September 15, to allow Contractor to gravel when manpower, resources, and weather allow.	Early in the fiscal year	September 15
1900	Hot Mix (Grader)	1 line item per shop OR 1 work order per shop	WO issued early in the season, with a due date of September 15, to allow Contractor to gravel when manpower, resources, and weather allow.	Early in the fiscal year	September 15
2000	Asphalt Surface Treatment – Patching	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2000	Asphalt Surface Treatment – Minor Repair	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		

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2000	Asphalt Surface Treatment – Major Repair	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2000	Asphalt Surface Treatment – New Construction	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2100	Deep Patching	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2200	Sweeping	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2200	Pick Up Sweeping	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2300	Line Painting	1 work order per CMA or MCI	Three work orders: A - One for first of two paints (reduced application rate, Highways 1A & 1B), B - one for second of two paints (full application rate, Highways 1A & 1B), and C - one for lines only painted once (full application rate, Highways 2 & 3). Attach a spreadsheet with the line painting quantities for each work order.	A - April 1. B - July 1 to Sept. 30. C - April 1	A - June 30. B - Sept. 30. C - September 30
2400	Raised Pavement Markers	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2400	Pavement Markings; Painted	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2400	Pavement Markings; Tape	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2400	Pavement Markings; Thermoplastic	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		

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Activity #	Activity Description	Work Order issued by (Segment Type)	Work Order Issue Instructions	Work Order Issue Date	Work Order Due Date
2600	Regravel Main Alignment	1 line item per shop OR 1 work order per shop	WO issued early in the season, with a due date of September 15, to allow Contractor to gravel when manpower, resources, and weather allow.	Early in the fiscal year	September 15
2600	Other Regravelling Spot Repairs	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2700	Dust Abatement (Calcium Chloride)	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
2700	Dust Abatement (Other materials)	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
3100	Milled Rumble Strips (shoulder/centre line)	1 WO per CMA	WO issued as needed using system generated completion date or a negotiated/work plan date.		
3100	Milled Rumble Strips (stop line)	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date.		
3200	Mowing	1 work order per shop	First Cut is shoulders (Days to complete is 45 days), second cut is full cut, third cut (if necessary) is shoulders.		First and Third cuts - system generated; Second/Ful Cut: negotiated/work plan date
3300	Mobile Equipment; Yearly Programmed Roadside Spray	1 work order per CMA/MCI	WO issued as needed using system generated completion date or a negotiated/work plan date. Usually planned from info from local Ag Fieldman.		
3300	Mobile Equipment; Spot Spraying/Reactionary Spraying	1 work order per CMA/MCI	WO issued as needed using system generated completion date or a negotiated/work plan date. As needed, where necessary, reactionary.		

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3300	Hand Spraying	1 work order per CMA/MCI	WO issued as needed using system generated completion date or a negotiated/work plan date. As needed, where necessary, reactionary.		
3400	Culvert Maintenance Summer	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date.		
3500	Culvert Repairs	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
3500	Culvert Replacement or New Installation	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
3600	Maintain Signs	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
3800	Maintain Delineators	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date.		
3900	W-Beam	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date.		
3900	Box Beam	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date.		
4000	Repair or Remove Fence	1 line item per shop OR 1 work order per shop	WO issued as needed using system generated completion date or a negotiated/work plan date.		
4100	Wash Bridge Decks	1 line item per shop OR 1 work order per shop	WO issued as needed using June 30th as completion date or date outlined by DFO/environmental regulations.		

If a contractor is asked to do a work activity one year and either doesn't finish (or doesn't start), on April 1 of the next fiscal year he gets a work order for that work, with a due date of April 1, so it's considered late until he finishes it that next year.