

## Daily Route List for Fort Worth

Please find the spread sheet that is required to be used on a daily basis. You can send me a test e-mail to work out any bugs. Let us know who will be responsible for submitting this daily and be sure to have a back-up in case that person is off.

**NOTE: Inspector MUST be contacted directly prior to making each street bore/setting hand hole/cabinet/etc....Sending in a location on the route list does NOT relieve the contractor the responsibility to comply with the comments noted on each permit.**

MUST attach the Excel spreadsheet we provided: Not a scan/.pdf or photo with it filled out by hand.

Do not change the structure of the spread sheet.

Due by 8:30 am every day (or the evening before). If you want to request Saturday work, the Saturday Route should be to us by noon on Friday for review.

A revised route may be submitted after 8:30 if there are changes (be sure to indicate reason for adding/subtracting projects from the list).

Send email to inspection group email: [zz\\_TPWROWMInspectors@fortworthtexas.gov](mailto:zz_TPWROWMInspectors@fortworthtexas.gov)

Subject of e-mail should appear as this: **Daily Route Sheet – Contractor Name**

**Contact Information:** Provide onsite foreman name/number for each project.

**House #:** List a house number or range of numbers OR leave blank if no house number indicated on the permit.

**Street Name/Project:** List only the project locations crews will be working on as called out on the permit.

**City:** List the City crews are working (may be another city if one crew is working multiple projects in one day...may start in one City and move to another).

**Permit Number:** Must provide permit number. Make sure permit is not expired and that locations listed match the permit number. If you don't have a permit number to provide, you should not be working unless it is an "emergency" repair. Emergency does have a definition and permit request is required within 24 hours.

**Mapsco:** Must provide accurate Mapsco number.

**Street Bore:** Indicate with Y or N if bore is intended (Must call inspector too).

**Complete Date:** This is the date the project was completed (including restoration)

**If crews are found working without proper notification, they will be subject to being shut down.**

Example of properly filling out, submitting and maintaining your Daily Route Sheet

Day 1: 01/30/2020

Daily Route Sheet						
Todays Date: 1/30/2020						
Foreman	Carlos Gomez		Cell Phone #	5047582153		
House #	Street Name/Project	City	Permit #	Mapsco	Street Bore	Complete Date
4100	Thompson rd and Beach st	Fort Worth	UT19-03682	36E	no	

Day 2: 01/31/2020

Daily Route Sheet						
Todays Date: 1/31/2020						
Foreman	Carlos Gomez		Cell Phone #	5047582153		
House #	Street Name/Project	City	Permit #	Mapsco	Street Bore	Complete Date
4100	Thompson rd and Beach st	Fort Worth	UT19-03682	36E	no	1/30/2020

Day 3: 02/04/2020 (Must **MAINTAIN** an on-going list of *completed projects* with each route sent to the City).

Completed List						
House #	Street Name	City	Permit #	Mapsco	Street Bore	Complete Date
4100	Thompson rd and Beach st	Fort Worth	UT19-03682	36E	no	1/30/2020



