

## Daily Route List for Fort Worth

The Excel spreadsheet provided at the time of your New Contractor Meeting is required to be used on a daily basis. 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.**

Do NOT send a scan, photo or .pdf, only the Excel spreadsheet.

Do NOT change the layout of the spread sheet. If needing modified, email [andrew.howland@fortworthtexas.gov](mailto:andrew.howland@fortworthtexas.gov)

Route sheet MUST be submitted by or before 8:30 A.M. as long as you have an open permit. Sending in the evening before (after 2:00 P.M.) is acceptable.

Weekend Work: Must be submitted by 2:00 P.M. on Friday for review and approval. Make sure to clarify in the body of the email, what type of work is going to take place. Should be NO boring/trenching around city facilities on a weekend.

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

Send to our inspection group:

[Jeffrey.Underhill@fortworthtexas.gov](mailto:Jeffrey.Underhill@fortworthtexas.gov)

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[Casey.Hill@fortworthtexas.gov](mailto:Casey.Hill@fortworthtexas.gov)

[Christopher.Flores@fortworthtexas.gov](mailto:Christopher.Flores@fortworthtexas.gov)

*Subject Line* of e-mail should read: **Daily Route Sheet – *Your Company's 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.**