

SCOPE:

THIS STANDARD EXPLAINS HOW TO FILL OUT AND SUBMIT DEVIATION REQUESTS, RFI'S, CONSTRUCTION STANDARDS AND DPSS/AU REQUEST FORMS AND INCLUDES A COMBINED DIGITAL FORM WHICH WILL SIMPLIFY THE PROCESS OF SUBMISSION, DOCUMENTATION AND PRIORITIZATION OF REQUESTS.

INSTALLATION:

- A. THE BLANK FORM CAN BE FOUND ON PAGES 2 AND 3 OF THIS DOCUMENT.
- B. DOWNLOAD A COPY OF THE BLANK FORM TO YOUR COMPUTER.
- C. ON THE FORM, SELECT THE DESIRED REQUEST TYPE. THIS WILL ACTIVATE ALL REQUIRED FORM FIELDS.
- D. COMPLETE ALL ACTIVE FORM FIELDS.
- E. ACQUIRE ALL REQUIRED SIGNATURES PRIOR TO SUBMITTAL.
- F. EMAIL TO CONSTRUCTION STANDARDS ADMINISTRATORS
<ConstructionStandardsAdministrators@semprautilities.com>

BILL OF MATERIALS:

NONE

NOTES:

- I. THE FORM IS EDITABLE WITH A PDF READER. FREE DOWNLOADS ARE AVAILABLE ONLINE.
- II. INFORMATION REQUIRED FOR FILLING OUT THE FORM IS VISIBLE WHEN HOVERING OVER FORM FIELDS.
- III. ALL FORMS MUST BE REVIEWED AND SIGNED (DIGITALLY) BY THE PROJECT MANAGEMENT TEAM.
- IV. ANY ACTIVE FIELDS THAT ARE LEFT BLANK OR INCOMPLETE WILL RESULT IN DELAYED RESPONSE TIME.

DEVIATION REQUESTS AND REQUESTS FOR INFORMATION (RFI)

- V. FOR NON-STANDARD INSTALLATIONS NOT SHOWN IN THE OVERHEAD/UNDERGROUND CONSTRUCTION STANDARDS.
- VI. TO BE SUBMITTED BY PLANNERS AND ENGINEERS.
- VII. PRIOR TO REVIEW BY THE PROJECT MANAGEMENT TEAM, THIS FORM MUST BE REVIEWED AND SIGNED BY THE DISTRICT CONSTRUCTION SUPERVISOR, GENERAL FOREMAN, OR CONSTRUCTION PROJECT COORDINATOR.
- VIII. DEVIATIONS SHOULD BE THE EXCEPTION AND NOT THE RULE, AND SHOULD BE CONSIDERED ONLY AS A LAST ALTERNATIVE.
- IX. RESPONSE WILL BE PROVIDED WITHIN THREE WORKING DAYS OF RECEIPT OF REQUEST UNLESS ADDITIONAL TIME IS REQUIRED FOR STUDY, MEETINGS, ETC. REQUEST WILL BE RETURNED EITHER APPROVED OR REJECTED WITH COMMENTS AND EXPLANATIONS GIVEN.

CONSTRUCTION STANDARDS AND DPSS/AU REQUESTS

- X. FOR INITIATION OF ADDITIONS, REVISIONS OR CORRECTIONS TO THE DISTRIBUTION CONSTRUCTION STANDARDS AND DPSS/AU BOOKS.
- XI. THIS INSTRUCTION APPLIES TO ALL PERSONS INVOLVED IN THE USE OR DEVELOPMENT OF THE OVERHEAD CONSTRUCTION STANDARDS AND DPSS/AU BOOKS.
- XII. UPON RECEIPT OF REQUEST BY CONSTRUCTION STANDARDS, REQUESTOR WILL BE NOTIFIED OF ACTION TO BE TAKEN WITH A SPECIFIED MAXIMUM TIME FRAME.

REFERENCE:

NONE

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REV	CHANGE	BY	DSGN	APPV	DATE	REV	CHANGE	BY	DSGN	APPV	DATE
C						F					
B	EDITORIAL CHANGES	GW	JS	CZH	09/21/2018	E					
A	COMPLETELY REVISED	GW	JS	MDJ	10/12/2017	D					
		<input checked="" type="checkbox"/> Indicates Latest Revision		Completely Revised		New Page		Information Removed			
SHEET 1 OF 3		SDG&E ELECTRIC OVERHEAD CONSTRUCTION STANDARDS CONSTRUCTION STANDARDS/DEVIATION REQUEST FORM AND PROCEDURE							OH 105.1 UG 3005.1		

CONSTR STANDARDS REQUEST**DEVIATION REQUEST/RFI****DPSS/AU REQUEST****RESET FORM**NAME: PHONE: DATE: LOCATION: ACTION REQUESTED: REQUEST TYPE: PRIORITY BY RATING:

CONSTRUCTION STANDARDS USE

Date Rec'd: Approved for Study: Assn'd To: Project #: Estimated Issue Date: Const. Stds Supv: JOB RELATED CHANGES

Project Location:

 *Not Used*Priority by Project Location: *Not Used*DPSS No: *Not Used*W.O. No: *Not Used* W.O. Copy AttachedCircuit No: *Not Used* Circuit Map AttachedPole/Structure No: *Not Used*Lat. Long: *Not Used* Anticipated Work StoppageWork Stoppage Within: *Not Used*Calculated Priority: Priority by Project Location: *N/A*Priority by Rating: Safety Issue Rating: Cost Impact Rating: Work Stoppage Within: *N/A*

PRIORITIZATION

AU Screenshot Attached Sketch/Photo Attached Standard Attached **DESCRIPTION AND REASON FOR REQUEST**

 Not Used *Not Used* *Not Used* *Not Used*Signature: *Not Used*Date: *Not Used***ELECTRIC DISTRIBUTION PROJECT MANAGEMENT REVIEW AND APPROVAL**

Signature: _____

Date: _____

CONSTRUCTION STANDARDS USE

COMMENT: REQUEST APPROVED REQUEST REJECTED

Authorized By: _____

Date: _____

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REV	CHANGE	BY	DSGN	APPV	DATE	REV	CHANGE	BY	DSGN	APPV	DATE
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 Indicates Latest Revision
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 New Page
 Information Removed

SDG&E ELECTRIC OVERHEAD CONSTRUCTION STANDARDS

SHEET
2 OF 3CONSTRUCTION STANDARDS/DEVIATION
REQUEST FORM AND PROCEDUREOH 105.1
UG 3005.1

