

PACIFIC GAS AND ELECTRIC COMPANY
CUSTOMER ENERGY SERVICES (CES)

CES STANDARD

STANDARD NO.: C-T&CS-S0205

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ISSUING DEPARTMENT: T&CS

EFFECTIVE DATE: 6-96

CES OFFICER: V. P. T&CS

REVIEW DATE: 6-97

TITLE: Replacement of Deteriorated or Damaged Facilities

Purpose:

To ensure facilities are properly sized and documented to support delivery of safe, reliable, responsive service. To outline the procedure for replacing existing deteriorated or damaged facilities and documenting this work so that accuracy and integrity of the facility information data base is maintained.

Definition of Terms:

Documentation - Documentation consists of two distinct types: One is the required paperwork indicating the nature and location of the problem; A second is the required paperwork indicating the nature and location of work that was done.

Post Estimate - Job package prepared by estimating to ensure proper documentation of constructed facilities in emergency situations for billing, record keeping, and mapping requirements. Post estimates are used only for emergency situations or replacement of minor items of capital plant.

Implementation:

The Vice President of Technical and Construction Services is responsible for approving, revising and distributing this Standard. The Vice President Division Operations is responsible for ensuring employees are aware of and comply with the requirements of this Standard.

Procedure:

Planned Work

1. As facilities are evaluated for deterioration or damage problems they should be documented and processed using established forms (e.g. Pole Evaluation Form, FACTS tags, Patrol Report, Form A, Emergency Work Assessment Forms, memo tags).
 - A. All signs of design problems including leaning poles, low line clearance, poorly located facilities, possible overloaded or idle facilities and excessive span length must be referred to engineering for analysis and job estimate preparation.
 - B. All major facilities proposed for replacement, removal or rearrangement must be referred to engineering for preparation of job estimate. Major facility replacements include but are not limited to poles, transformers, anchors, line equipment, gas main and gas services.

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- C. If the problems are not related to basic design issues and are limited to such minor items as individual crossarms, conductors, insulators, guys, connectors, cable terminations, grounds, gas regulators, domestic meters or gas risers, the facilities can be repaired or replaced with similar items. A post estimate will be required for capital items of plant. If the work was charged to capital, route the documentation to engineering. If the work was charged to expense, route the documentation to the Construction Maintenance and Operations Department (CM&O).

Emergency Work (Grade 1 during normal working hours or after normal hours)

1. A. The engineering department should be contacted to assist in sizing/designing damaged or grade 1 deteriorated major facilities such as transformers, poles, anchors, line equipment, gas main, gas services or large meter sets due to changes in conditions and loading that occur over the years.
B. If the problems are not related to basic design issues and are limited to such items as individual crossarms, insulators, conductors, guys, connectors, cable terminations, grounds, gas regulators, domestic meters or gas risers, the facilities can be repaired or replaced with the same or equivalent materials without immediate engineering involvement. A post estimate will be required for capital items of plant. Proper documentation is critical to determine if a job estimate is required. If the work was charged to capital, route the documentation to engineering. If the work was charged to expense, route the documentation to CM&O.
2. All work must be accurately documented by the crew foreman performing the work. This is required to ensure that records and billing are properly handled and the accuracy of the facility information data base is maintained. Documentation of capital work must be forwarded to engineering for the preparation of a post estimate. Documentation of expense related work must be forwarded to the CM&O department for proper recording.
3. Procedures will be developed within the framework of this standard by each division. These procedures should define the degree of engineering involvement in emergency situations (during normal and after normal hours) within the constraints of: public and employee safety, speed of restoration, facility design, and economics. These procedures are not intended to unnecessarily prolong the customer restoration process.

Documentation:

1. When identifying a problem, the proper form must be completed (e.g. FACTS tag, Patrol Report, Pole Evaluation Form, Form A, Emergency Work Assessment Form, memo tag). It is essential that a map or sketch must be provided to identify the exact location of the problem. An address by itself is not sufficient information.

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2. When working on a job estimate, show any changes that were made to the material list, job instructions and job sketch. Complete other appropriate forms (e.g. FACTS tag, memo tag). This documentation is essential to accurately map facilities, bill joint utilities, modify tax records, etc.
3. When providing information that will result in the preparation of a post estimate, it is essential to include a sketch/map, a description of the work completed, a list of materials, notation of joint facilities, and a reason for the work. The quality of this information will directly affect the quality of the mapping, ability to make required financial collections, properly note tax records, and plant asset records.

Date Issued/Updated:Effective: **June 1, 1996**Revision Date: **June 1, 1997**

Signed,

Shan Bhattacharya
Vice President, Technical & Construction Services