

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 Charles.Taufa@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: [zz TPWROWMInspectors@fortworthtexas.gov](mailto:zz_TPWROWMInspectors@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.

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

