

External Contractors Work Form

Complete one form per job. If you have completed multiple jobs, fill out a new form for each.

This form must be completed and attached to the invoice for payment to be made.

This form must be completed and submitted within 3 working days of job completion.

Please email to both sewer.asset@wmk.govt.nz and waterunitadmin@wmk.govt.nz

Pages 1–5 to be completed by contractor

Contractor details

Name: _____ Work phone: _____

Company: _____ Arrival date and time: _____

Job location and As-Builts

Address or location: _____

Photos of completed job (minimum two images—attach to your email)

Photograph the location and the job you have completed (capture house number and street name if possible).

Photos should be in focus, not blurry or too dark. Size of the image must not exceed 25MB.

Upload a sketch of the job you have completed and the location (box below)

Clearly note street names and house numbers. If this information is not applicable, the job location must be described in relation to landmarks or geographical features.

Asset type, Fault, Cause and Remedy Section

Pages 1–5 to be completed by contractor

1. Indicate the asset type by selecting one or more of following categories: Chamber, Boundary box, Pipe, Valve.
2. Mark one combination of Fault, Cause and Remedy per each asset category selected.

Asset type: Chamber

Fault	Cause	Remedy
Overflow	☐ Debris/wet wipes/rags	☐ Clear/disinfect overflow
	☐ Roots	☐ Roots removed/disinfect overflow
	☐ Silt/stones	☐ Clear/disinfect overflow
	☐ Third party damage	☐ Asset repaired
	☐ Fat	☐ Clear/disinfect overflow
Blockage	☐ Debris/wet wipes/rags	☐ Blockage cleared
	☐ Roots	☐ Roots removed
	☐ Silt/stones	☐ Blockage cleared
	☐ Third party damage	☐ Asset repaired
	☐ Fat	☐ Blockage cleared
	☐ Not identified	☐ Blockage cleared
Build-up	☐ Debris/wet wipes/rags	☐ Build-up cleared
	☐ Roots	☐ Roots removed
	☐ Silt/stones	☐ Build-up cleared
	☐ Third party damage	☐ Asset repaired
	☐ Fat	☐ Build-up cleared
Damage	☐ Extreme event	☐ Asset repaired
	☐ Traffic/vibration	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired
Lid damage	☐ Extreme event	☐ Asset repaired
	☐ Traffic/vibration	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired

Asset type: Boundary box (service connection)

Fault	Cause	Remedy
Overflow	☐ Valve	☐ Asset repaired
	☐ Fittings	☐ Asset repaired
	☐ Faulty boundary box	☐ Asset repaired
	☐ Debris/wet wipes/rags	☐ Clear/disinfect overflow
	☐ Fat	☐ Clear/disinfect overflow
	☐ Roots	☐ Roots removed/disinfect overflow
	☐ Private	☐ Clear/disinfect overflow
	☐ Private	☐ N/A
Blockage	☐ Third party damage	☐ Asset repaired
	☐ Valve	☐ Asset repaired
	☐ Fittings	☐ Asset repaired
	☐ Faulty boundary box	☐ Asset repaired
	☐ Fat	☐ Blockage cleared
	☐ Debris/wet wipes/rags	☐ Blockage cleared
	☐ Roots	☐ Roots removed
	☐ Private	☐ Blockage cleared
Build-up	☐ Private	☐ N/A
	☐ Third party damage	☐ Asset repaired
	☐ Fat	☐ Build-up cleared
	☐ Debris/wet wipes/rags	☐ Build-up cleared
	☐ Roots	☐ Roots removed
	☐ Private	☐ Build-up cleared
	☐ Private	☐ N/A
Damage	☐ Third party damage	☐ Asset repaired
	☐ Extreme event	☐ Asset repaired
	☐ Traffic/vibration	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired

Asset type: Pipe

Fault	Cause	Remedy
Overflow	☐ Burst	☐ Asset repaired
	☐ Fittings	☐ Asset repaired
	☐ Private	☐ N/A
	☐ Faulty connection point	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired
Blockage	☐ Debris/wet wipes/rags	☐ Blockage cleared
	☐ Roots	☐ Roots removed
	☐ Silt/stones	☐ Blockage cleared
	☐ Private	☐ Blockage cleared
	☐ Pipe collapse	☐ Asset repaired
	☐ Faulty connection point	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired
	☐ Fittings	☐ Asset repaired
	☐ Faulty connection point	☐ Asset repaired
	☐ Fat	☐ Blockage cleared
	☐ Not identified	☐ Blockage cleared
	☐ Private	☐ N/A
Build-up	☐ Debris/wet wipes/rags	☐ Build-up cleared
	☐ Roots	☐ Roots removed
	☐ Silt/stones	☐ Build-up cleared
	☐ Private	☐ Build-up cleared
	☐ Pipe collapse	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired
	☐ Fittings	☐ Asset repaired
	☐ Faulty connection point	☐ Asset repaired
	☐ Fat	☐ Build-up cleared
	☐ Private	☐ N/A
Damage	☐ Extreme event	☐ Asset repaired
	☐ Traffic/vibration	☐ Asset repaired
	☐ Third party damage	☐ Asset repaired

Asset type: Valve

Fault	Cause	Remedy
Blockage	☐ Fittings	☐ Asset repaired
	☐ Faulty valve	☐ Asset repaired
	☐ Fat	☐ Blockage cleared
	☐ Debris/wet wipes/rags	☐ Blockage cleared
	☐ Roots	☐ Roots removed
	☐ Private	☐ Blockage cleared
	☐ Private	☐ N/A
	☐ Third party damage	☐ Asset repaired
Overflow	☐ Fittings	☐ Asset repaired
	☐ Faulty valve	☐ Asset repaired
	☐ Fat	☐ Clear/disinfect overflow
	☐ Debris/wet wipes/rags	☐ Clear/disinfect overflow
	☐ Roots	☐ Roots removed
	☐ Private	☐ Clear/disinfect overflow
	☐ Private	☐ N/A
	☐ Third party damage	☐ Asset repaired

Job completed comments:

Contractor's sign off

Signature: _____

Service reinstated/job completed

Date (dd/mm/yyyy): _____ Time (hh:mm): _____

If site reinstatement is required provide

Date (dd/mm/yyyy): _____ Time (hh:mm): _____

Further investigation required: ☐ Yes ☐ No

To be completed by Waimakariri District Council administration staff

Council's staff details

Name: _____ PO number: _____

Service request number: _____

Note: if there is no service request number, provide the work order details below:

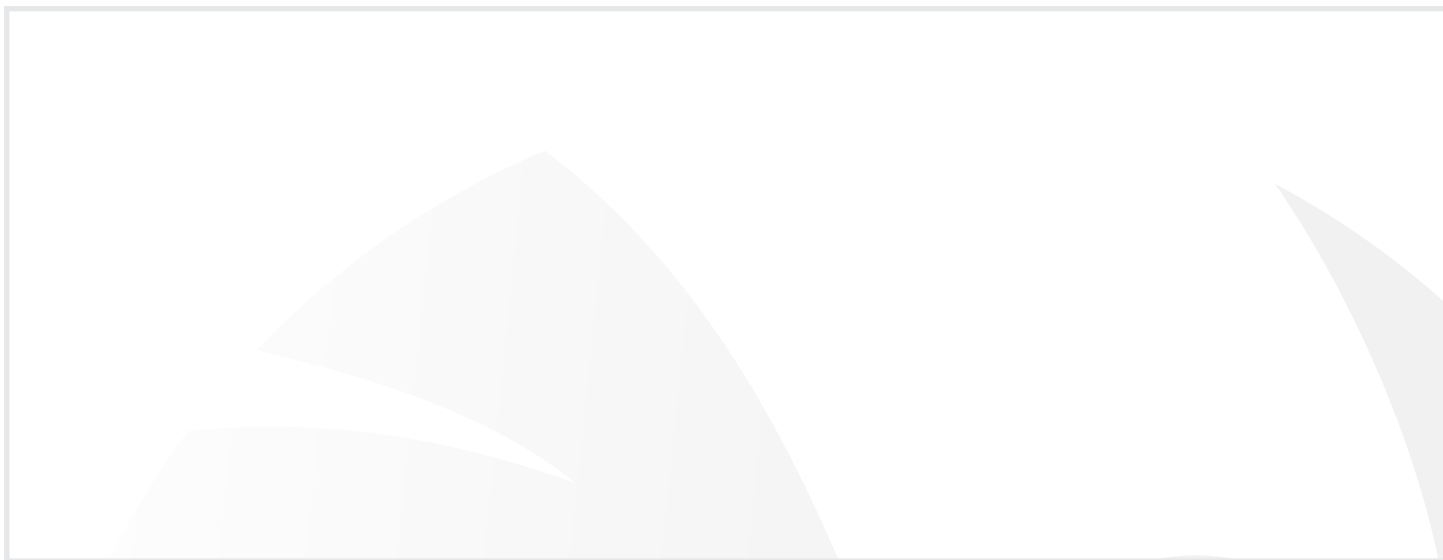
Work order details

Date (dd/mm/yyyy): _____ Time (hh/mm): _____

Work order No: _____

Asset No: _____

Work instructions:



Provide address where job is to be completed (or specify location details):

