

BPW POLICIES MANUAL

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EFFECTIVE DATE	BOARD APPROVAL DATE
1/1/1998	1/12/1998

Introduction

All service lines and connections to the water main must comply with the standards and specifications set forth by the Holland Board of Public Works. All such lines and connections must be inspected by Board personnel to insure compliance. Complete descriptions of the specifications follow.

Policy

I. Service Line Standards and Specifications

- A. All work performed must be inspected and approved by the Holland Board of Public works. Installation of water leads shall be done in accordance with Holland BPW and City of Holland Construction Specifications.
- B. Water lines from the house to the main shall not be backfilled until approval has been given by the BPW.
- C. All locations of water service leads shall be approved by the BPW.
- D. The minimum size of water leads shall be 1".
- E. Approved material for house leads:

 Sizes 1" through 2" shall be type "K" copper - ASTM B-88.

 Sizes larger than 2" shall be ductile iron - AWWA C106, AWWA C110, or AWWA C 151. Any other materials for use on private property must be approved for use by the BPW.
- F. Fittings for copper leads shall be flared or compression type. No soldered joints are allowed in any underground installations.
- G. All water service leads shall be installed at a minimum depth of 5' with reference to the center line of the road. A minimum of 3' horizontal separation between the water and sewer service leads shall be allowed. The curb box shall be located 7' from the property line or in a location approved by the BPW. The service lead shall run at 90° to the main.

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- H. If more than one inspection of the service being installed is found to be necessary, or if the quantity of pipe laid or construction is of unusual complexity and duration, an additional fee based on hours worked by the inspector shall be charged.
- I. All customer service connections are for the exclusive use of the building in which the service is connected and shall not be shared with or extended by the customer to another building. Customer service connections shall be installed from the water main to the customer's building in the most direct manner consistent with good engineering practice. The pipe comprising the connection shall cross only that legally described property upon which the building to be served is located unless an easement approved by the BPW is acquired.

II. Installation of Service Lines

- A. The installation of all water service facilities shall be under the direction of and subject to approval by the BPW. Only duly authorized persons shall be permitted to install a service connection from the Board's main to the customer's premises.
- B. The customer shall pay for all labor and material required for the installation of service pipe from the water main to the customer's water meter location.
- C. Each service shall consist of a corporation stop, necessary tubing or piping and curb stop complete with service box.
- D. Ductile iron service installations in clay soils or other corrosive soils must be encased in polyethylene with a minimum thickness of 8 mil.

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- E. Ductile iron pipe laying and backfilling shall be performed in accordance ANSI/AWWA C600-93. Copper services shall be installed in accordance with manufacturer's recommendations. All ductile iron services shall be bedded with class II or III sand in accordance with Michigan Department of Transportation (MDOT) specifications. Bedding shall be placed in trench bottom to 6" below the bottom and 12" above the top of pipe and compacted to 95% density based on AASHTO T180. Backfill as appropriate:
1. Inside the road right-of-way: driveways, sidewalks, parking areas, etc. shall be backfilled with Class II or III sand in accordance with MDOT specifications. Place and compact material in continuous layers not exceeding 12" compacted depth. Compact to 95% density based on AASHTO T-180.
 2. Outside the road right-of-way: shall be backfilled with original excavated material reasonably free of roots, rocks, debris, large weeds and foreign matter as approved by BPW personnel. Backfill shall be placed and compacted in continuous layers not exceeding 12" compacted depth. Compact to 95% density based on AASHTO T-180.
- F. Service lines up to 2" in diameter shall be tested by BPW personnel at the same pressure as the water main to which the service line is connected normally operates. Service lines 2" and larger will be tested at 150 psi for one hour. The entire service line shall be completely free of leaks under test conditions.
- G. Property owners are allowed to connect to an existing water service stub whether they are licensed plumbers or not, as long as it is their own service. The private property owner is not allowed to alter or interfere with that portion of the service defined as the distribution system.
- H. At the time the new service is installed, all existing unused services must be terminated and abandoned. Such terminations must be inspected and approved by BPW personnel.

III. Service to Multiple Buildings

Each separate building must have its own water service connection to the distribution main.

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IV. Maintenance of Service Connection

- A. It is the intent of the BPW that all underground water pipes in the right-of-way from the water main to the customer's property line or curb stop, whichever comes first be maintained by the BPW. This maintenance includes repair of leaking water service, curb box maintenance, and curb stop replacement.
- B. In case of frozen water lines within the Right of Way, the BPW shall provide a thawing service according to the following policy:
 - 1. The BPW will respond to requests to thaw frozen services.
 - 2. If the freezing occurs in the portion of the water service belonging to the BPW (i.e. from the main to the curb stop) the customer will not be charged for thawing.
 - 3. The BPW will bear the cost of lowering its portion of the water service if the freezing problem has been caused by the shallow depth of the service.
 - 4. The BPW may authorize the customer to run water to prevent additional freezing until the replacement can be made. The additional water used will be deducted from the customer's utility bill.
 - 5. If the freezing occurs after the BPW has lowered the water service from the main to the curb stop, the customer will be responsible for the cost of thawing the service.
 - 6. If the freezing problem is in the customer's portion of the service the expense of rectifying the problem, should he/she choose to do so, is his/her responsibility.
 - 7. Any damage caused to the customer's portion of the service as a result of freezing and/or thawing must be repaired at the customer's expense.
- C. A water customer whose current service is in sound working order, but who wants a larger service installed, must absorb the entire cost of replacement from the main to the building. The customer's plumbing contractor must terminate the old service at the time replacement occurs.

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- D. A leaking service in the right of way between the curb stop and the main shall be terminated and replaced by the same size service, but not less than 1" diameter. The BPW will be responsible for the work and absorb the cost.
- E. If a customer elects to replace his/her portion of the water service due to inadequate flow caused by blockage in old pipes, the BPW, upon application by the customer, will replace the portion of the water service from the main to the curb stop, thus ensuring adequate flow throughout the service. The BPW will replace the service provided that the portion of the service from the main to the curb is approximately the same age as the customer's portion and that the BPW confirms the low flow conditions.