

NOVA UNDERGROUND • FIELD WORK ORDER

Underground Utility Construction

WO #: _____ Date: _____

JOB INFORMATION

Customer / GC: _____ Job Name: _____
Site Address: _____ GPS Pin / Lat-Long: _____
PO / Contract #: _____ Cross street / nearest pole or handhole: _____

SCHEDULE & CREW

Scheduled Date: _____ Foreman / Crew Lead: _____
Crew Size: _____ Equipment / materials needed: _____
Work Type: ☐ Bore ☐ Trench ☐ Splice ☐ Locate ☐ Restoration ☐ Repair

SCOPE OF WORK (plain language for the crew)

BEFORE YOU DIG - READY GATE (all must be checked before a crew rolls)

- ☐ 811 ticket #: _____ - all utilities marked / clear (positive response)
- ☐ Permit(s) #: _____ in hand
- ☐ Materials staged & loaded
- ☐ Safety / JHA brief done & signed by crew

FIELD RECORD (fill in on site)

Quantities installed: LF bored _____ LF trench _____ Conduit _____ Fiber ct _____ Splices _____ Vaults/HH _____ Restoration SY/SF _____
Required photos: ☐ before / trench ☐ depth ☐ tracer wire ☐ splice ☐ restoration before & after
Deviations / extra work / unmarked utilities: _____ As-built redline attached? ☐ Yes: _____
Customer / Inspector sign-off: _____ Date: _____

BEFORE YOU BILL - READY-TO-INVOICE GATE (all must be checked before invoicing)

- ☐ As-built + required photos attached
- ☐ Installed quantities match the bid
- ☐ Change orders flagged & signed

STATUS

☐ New ☐ Scheduled ☐ Ready ☐ In Progress ☐ Field Complete ☐ Ready to Invoice ☐ Invoiced ☐ Closed