



TRACK DEPARTMENT RWP REQUEST FORM

THE FOLLOWING CONDITIONS MUST BE UNDERSTOOD AND ACCEPTED TO COMPLETE THE PROCESSING OF YOUR REQUEST.

- Requests for **TRACK DEPARTMENT RWP** are to be made **5 business days** to the start of project.
- Cancellations must be made by **12:00pm (noon)** the day PRIOR of a scheduled work day. Untimely cancellations will be assessed for an entire day's fee.
- **TRACK DEPARTMENT RWP** will be scheduled at a **minimum of 8 hours**. Hours are to include a total of 1 hour travel time.
- Proper permits are to be obtained before projects can begin including street closure permits and SFMTA clearances when working near tracks, overhead power lines and subway stations.
NOTE: CLEARANCES are reviewed and approved every TUESDAY of the week.
- SFMTA bus/rail services remain a priority. Obstruction to service is not allowed unless specified below.
- Any activities performed outside the limits of the activities described below will cause the project to be terminated and will be subjected to a fine.
- Work hours must be performed outside peak service hours.
Construction hours (based on blue book): M-F 9a-3p, Weekends – based on approval

PROJECT INFORMATION

PROJECT		COMPANY NAME	
DAY		DATE	
START TIME		END TIME	
NO. of RWP Locations		NO. OF TRACK PERSONNEL	
LOCATION		MUNI LINES	
NO. OF PEOPLE ON SITE		RWP LIMITS	

Activities:

I have read the conditions mentioned above. Failure to comply with this agreement may be subjected to a fine.

CONTACT PERSON'S SIGNATURE		CONTACT NUMBER	
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FOR INTERNAL USE ONLY

RECEIPT DATE		APPROVAL DATE		BY	
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ACTIONS TAKEN	
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BRIEF SUMMARY:

DATE INVOICE NO.SENT TO FINANCE		INDEX CODE #	
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