

**SFMTA**Municipal  
Transportation  
Agency

## CANCELLATION

**INSPECTOR AND VEHICLE CHARTER CANCELLATION FORM****CHECK PROJECT TYPE****FILM****CONSTRUCTION****THE FOLLOWING CONDITIONS MUST BE UNDERSTOOD AND ACCEPTED TO COMPLETE THE PROCESSING OF YOUR REQUEST.**

- Requests for **inspector support** are to be made **5 business days** to the start of project.
- Requests for LRV, Motor coach, PCC and Cable car **charters** are to be made **10 business days** to the start of the 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.
- Inspectors 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**Film:** M-F 10-3pm, Weekends – based on approval**PROJECT INFORMATION**

PROJECT				COMPANY NAME	
DAY				DATE	
START TIME				END TIME	
INSPECTORS	Y or N			NO. OF INSPECTORS	
CHARTER	Y or N	TYPE OF VEHICLE (CABLE CAR, PCC, LRV)		ALTERATION TO VEHICLE	
LOCATION				MUNI LINES	
# OF PEOPLE ON SITE		CAMERA & EQMNT SET-UP			
ACTIVITIES					

**CANCELLATION***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					
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DATE SENT TO FINANCE		INVOICE NO.	
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