



NORMANDY APSTF WEEKLY REPORT – Cable Tray Work

The Contractor is to fill this report End of Business Weekly in its entirety. The filled form will be provided to the System Protection & Control Projects 20413 (SP&C Projects 20413) field representative.

Contractor Name: _____

Contractor's Foreman or Representative Name: _____

SP&C Projects 20413 Field Rep Name: _____

Foreman or Representative Signature: _____

Date: _____

Below are the JEA SP&C Projects 20413 Key Contacts that the Contractor may contact during the entirety this outage. It is imperative that the Contractor receives a written authorization for any additional work that shall be performed on weekly basis.

SP&C Projects 20413 Project Manager	Telephone/Emails
Spencer Hamilton	Work: (904) 665 – 7851 Cell: (904) 625 – 3984 Email: hamist@jea.com

† Text in black indicates processed by SPCP 20413

Contractor Report

Provide a summary of what was accomplished during the work week. Indicate major milestones achieved or tasks completed 100%. Provide a list of pending tasks and a work plan for the next work week.

Outstanding items for JEA System Protection & Control Projects (SPCP) 20413

List of items The Contractor is waiting to receive feedback from JEA.

<u>Item</u>	<u>Resolution/Feedback from SPCP 20413</u>	<u>Requested Date (Phone-Call/Email)</u>	<u>Date Response Received from SPCP 20413</u>

Table: 0

Labor

Please specify approximately how many hours were devoted to each task in Table 1 by each personnel. Also, indicate any premium/overtime hours per person and update Table 1 accordingly. NOTE: All overtime authorization shall need a prior written approval.

Name	Title	Weekly Hours Worked	Weekly Overtime hours (if any)	Task(s) Performed

Table: 1**Major Tasks**

Please indicate the status of each major task in Table 2, Table 3, Table 4, & Table 5. List down (if any) preparation work that maybe required to complete each task successfully.

Tasks	Status (Percent Complete)

Table: 2

<i>Pull & terminate cables per Cable Schedule & Pull List</i>	<i>Status (Percent Complete)</i>	
	Pulled:	Termination:

Table: 3

In Table 4 below please provide the number of conduits installed (including the newly installed communication tray) and also specify what existing conduits and cable tray risers were modified.

Panel #	Quantity of New Conduits and their diameter		Existing Conduits & Risers Modified	List of all material provided
	Quantity	Diameter(s)		

Table: 4

Major Tasks continued & Investment Recovery

JEA has an Investment Recovery department. SP&C Projects 20413 will specify where all recovered items such as: decommissioned panels, cables and relays would need to be transported to. Fill out the tables below to account for all recovered items:

	Total No. of Cables Removed Weekly	Investment Recovery Notified (Y/N)	Cable Delivered to location specified by investment recovery (Y/N)

Table: 5

Old Relay Panels Recovered	Investment Recovery Notified (Y/N)	Panel Delivered to location specified by investment recovery (Y/N)

Table: 6

No. Old Relay(s) Recovered	Investment Recovery Notified (Y/N)	Relays Delivered to location specified by investment recovery (Y/N)

Table: 7

Removed Cable Name	Cable From	Cable to	# of Conductors	Date Removed	Comments

Table: 8

Material Tally

Use below tables to keep a tally of all cable provided by JEA. Update Table 10 weekly.

Cable Type	Total Cables Needed	Total ~Approximate Length Needed (feet)	Total Length Provided to Date (feet)	Current Availability On Hand at Start of Day (feet)
4/C Cable				
8/C Cable				
21/C Cable				

Table: 9

Cable Type	Weekly Pulled Lengths (feet)
4/C Cable	
8/C Cable	
21/C Cable	
Fiber Cable	
BNC Cable	

Table: 10

Panels/Material Provided by JEA to be Delivered	Delivered (Y/N)
4/C Cable	Y
8/C Cable	Y
21/C Cable	Y

Table: 11

Worked performed in addition to the Scope document

Use Table 12 to specify all work in detail that was performed in addition to the initial scope documents. Please note only SP&C Projects 20413 have the authority to approve any additional task(s). Contractor will not be reimbursed for any task(s) performed without prior written (electronic) authorization.

Task	Requested By	Estimate (\$)	Electronic Approval by

Table: 12

(END OF WEEKLY CONTRACTOR REPORT)