

MOUNTAIN PARKS ELECTRIC, INC.

BUSINESS FUNCTIONS POLICIES AND PROCEDURES

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| SUBJECT: MPEI WORK FLOW PROCEDURES - WORK ORDERS | POLICY NO. B-14 |
| EFFECTIVE DATE: JULY 1, 2001 | PAGE 1 OF 3 |
| REVISED DATE: OCTOBER 22, 2003, SEPTEMBER 11, 2014, MAY 14, 2020, JULY 14, 2022 | |

I. OBJECTIVE

To establish a work orders workflow procedure.

II. POLICY

- A. Any work that involves a continuing property record, either installed or removed, shall require a work order number.
- B. The Engineering Department shall issue the work order number.
- C. The Engineering Department will receive all requests for line extensions, new services, service upgrades, or service retirements.
- D. The Engineering Department will site visit all new line extensions and services to determine the best way for Mountain Parks Electric, Inc. to extend electric service to the applicant.
- E. The Engineering Department shall design all line extensions and services under the guidelines of the most recent version of Mountain Parks Electric's Electric Service Construction Standards.
- F. The Engineering Department shall size the line extension based on the load sheet or subdivision plat provided by the applicant for service and the anticipated capacity required for the future.
- G. The Engineering Department shall determine the phasing and sectionalizing for the line extension.

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- H. The Engineering Department shall estimate the construction cost of each work order and contract with the applicant for any construction charges and capacity charges due from the applicant, bearing in mind any extraordinary construction conditions, including, but not limited to stream crossings, road crossings, right of way clearance, line clearance, hot work, etc.
1. The Engineering Department shall notify the Operations Department of the materials required, and coordinate metering.
 2. Construction changes requested by the applicant outside the scope of the original contract shall be documented with a change order. Major changes will require a new contract.
- I. The Engineering Department shall confirm all utility easements and any special permits are obtained for the performance of extending electric service.
- J. The Engineering Department shall physically stake the job prior to any work being performed. For subdivisions, the developer shall physically stake the job.
- K. The Engineering Department shall issue to the Operations Department a detailed staking sheet for the performance of the work to be done. Attached to the Staking Sheet shall be, if applicable:
1. A vicinity map of the location.
 2. Any special use permits (USFS, BLM, CDOT, etc.)
- L. The Operations Department shall schedule the work to be performed; including,
1. Right-of-Way clearing.
 2. All road crossing permits (except CDOT permits and railroad permits).
 3. UG utility notifications.
 4. Notification to the Engineering Department if job requires re-staking.
 5. Assign the crew or contractor to perform the work.
 6. Right-of-Way restoration.
- M. The Operations Department shall inform the Engineering Department prior to any changes being made in routing, sizing of conductor, or alterations in the staking sheet design with the reasons for the change.

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- N. Upon completion of all work orders, the Operations Department will verify the project has been completed by signing off on the final staking sheet.
- O. The finalized staking sheet will be forwarded to the Purchasing Agent/Warehouseman to verify inventory and all materials have been properly charged to the work order.
- P. The Operations Department will verify that all work order invoices from contractors have been received, charged to the proper work order, and paid by Accounting.
- Q. The Operations Department will forward a finalized staking sheet to the Engineering Department with any changes redlined. If the redlined changes or cost differences are significant after the completion of the project the Manager of Engineering and Manager of Operations will jointly review the project.
- R. The Engineering Department will update the mapping system from the completed staking sheet.
- S. The Accounting and Finance Department will complete the Work Order closing.
 - 1. A work order inventory, Form 219, will be scheduled to close monthly.
 - 2. The inspection of work order inventories will be scheduled quarterly if practical.
- T. As a final review to each department, the Work Order Accountant will tabulate the final cost of each work order to compare the actual cost to the original cost estimate.

III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.

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|  | , PRESIDENT | DATE: 07/14/2022 |
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