



## WATER TOWER ACCESS POLICY FOR TOWER TENANTS

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1. Each company must have an authorization form on file listing the approved personnel and contact information and supervisor contact information.
  - a. Contact information shall include name, office phone number, mobile phone number, and title of approved personnel's supervisor.
  - b. Contact information shall include company, name, and phone number of personnel who are approved to enter tower.
2. A notice of two (2) business days must be given to obtain approval of entering water towers.
3. Access to towers shall be during business hours only. Access required outside of these hours must be prearranged with the Department of Public Works, and is billable.
4. Call Public Works within 24 hours of access to ensure pre-authorization of contractor was given; 920-832-1581.
5. Current Certificate of Insurance (COI) listing the Town of Grand Chute as an additional insured must be on file with the Town prior to receiving authorized tower access.

For further information, call Public Works at 920-832-1581

Submit form:

- Fax: 920-832-6036
- Email: [publicworks@grandchutewi.gov](mailto:publicworks@grandchutewi.gov)

# TOWER ACCESS AUTHORIZATION FORM



CELLULAR COMPANY NAME

ADDRESS

CITY

STATE

ZIP

## CELLULAR COMPANY CONTACT INFORMATION

SUPERVISOR

OFFICE PHONE

MOBILE PHONE

TITLE

## AUTHORIZED PERSONNEL TO ENTER TOWERS

CONTRACTOR/ COMPANY

AUTHORIZED NAME

PHONE

CONTRACTOR/ COMPANY

AUTHORIZED NAME

PHONE

## ACCESS INFORMATION

DATE ACCESS NEEDED

TIMES ACCESS NEEDED

TOWER ADDRESS

1. A notice of two (2) business days must be given to obtain approval of entering water towers.
2. Entry is only permitted during regular business hours. Work must be completed within this time frame. Access required outside these hours must be prearranged with the Department of Public Works and is billable.
3. Call Public Works within 24 hours of access to ensure pre-authorization of contractor was given; 920-832-1581.
4. Current Certificate of Insurance (COI) listing the Town of Grand Chute as an additional insured must be on file with the Town prior to receiving authorized tower access.

**Submit form by fax: 920-832-6036 or email: [publicworks@grandchutewi.gov](mailto:publicworks@grandchutewi.gov)**

**OFFICE USE ONLY - - - COI EXPIRES:** \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWER OPENED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

TOWER LOCKED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_