

# CONTRACTOR EMERGENCY CALL LIST

**Contractor to complete the following:**

- **Project Name and Number**
- **General contact information**
- **All emergency contact information**

**Scan completed form and email to: [valerie.craig@myclearwater.com](mailto:valerie.craig@myclearwater.com)  
or provide original at Pre-Construction Meeting.**



# Engineering Department Contractor Emergency Call List

<b>Project Name and Project Number:</b>			
<b>Contractor Name:</b>			
<b>Contractor Address City, State, Zip Code:</b>			
<b>Office Phone:</b>		<b>Office E-mail:</b>	
<b>In Case of Emergency – Please Notify:</b>			
<b>First Contact:</b>		<b>Title:</b>	
<b>Cell Number:</b>		<b>E-mail:</b>	
<b>Second Contact:</b>		<b>Title:</b>	
<b>Cell Number:</b>		<b>E-mail:</b>	
<b>Third Contact:</b>		<b>Title:</b>	
<b>Cell Number:</b>		<b>E-mail:</b>	
<b>Safety Officer:</b>		<b>Title:</b>	
<b>Cell Number:</b>		<b>E-mail:</b>	
<b>Emergency Traffic Maintenance Person:</b>			
<b>Cell Number:</b>		<b>E-mail:</b>	
<b>It shall be the responsibility of the contractor to notify the Traffic Engineering Division and the Clearwater Police Department when work commences and when streets are to be closed to traffic.</b>			

## FOR INTERNAL USE ONLY:

<b>Project Location:</b>			
<b>Project Start Date:</b>		<b>Project Completion:</b>	
<b>Utilities Dispatch/Gas System:</b>	Keith Downs	<b>Fire Administration:</b>	Bobbie Eigenmann
<b>Eng. Construction Manager:</b>	Tara Kivett	<b>Fire Inspector:</b>	Ed Schultz
<b>Eng. Traffic Division:</b>	Corey Martens	<b>Police Communications:</b>	Kimberly Turner
<b>Engineering Office:</b>	Judy Kolmer	<b>Stormwater Division:</b>	Melvin Maciolek
<b>Engineering Contracts:</b>	Valerie Craig	<b>Public Utilities Dir.:</b>	David Porter
<b>Engineering P.M.:</b>		<b>Public Utilities/Water:</b>	Terry LaBelle
<b>Construction Inspector:</b>		<b>Public Utilities/Wastewater:</b>	Jerry Wells

*Once submitted by the contractor, a copy of this document should be e-mailed to the above noted individuals. A copy should be placed in the project electronic file and on the office clip board.*

## **CONTRACTOR SIGNATURE AUTHORIZATION**

**Contractor to complete the following information:**

- **Project Name and Number**
- **Contact information**
- **Names and Titles of individuals authorized to approve pay applications, invoices, submittals, change orders, etc.**
- **Each person named must sign on their signature line**

**Scan completed form and email to: [valerie.craig@myclearwater.com](mailto:valerie.craig@myclearwater.com)  
or provide original at Pre-Construction Meeting.**



