

Caltrain Site Specific Work Plan

Policy and Procedures



10/04/2022

TABLE OF CONTENTS

REVISION HISTORY	2
ACRONYMNS & DEFINITIONS	3
SSWP ROLES AND RESPONSIBILITES	5
SSWP PROCESS OUTLINE	7
SSWP EXCAVATING & POTHOLING PROCEDURES	11
UNDERGROUND INCIDENT REPORTING	12
APPENDIX A - MAJOR SSWP FINAL SIGN OFF FORM.....	14
APPENDIX B - MAJOR SSWP RESOURCE ALLOCATION & MITIGATION SIGN OFF FORM	16
APPENDIX C - TRACK ACCESS & MANPOWER SUPPORT SIGN OFF SHEET	17
APPENDIX D - SSWP REQUIREMENTS FOR THE CUSTOMER COMMUNICATION DIVISION	18
APPENDIX E - CCF ACCESS FORM.....	19
APPENDIX F - SSWP SUBMITTAL FORMS	20
APPENDIX G - REQUEST TO WORK APPLICATION.....	21
APPENDIX H - OCS AND 25KV PRE-WORK REQUEST FORM.....	22
APPENDIX I - CLEARANCE FORM.....	23
APPENDIX J - REQUEST TO WORK SPREADSHEET	26

REVISION HISTORY

Revision	Date	Description	Author	Approved By
0	08/22/16	Final	Matthew Verhoff	
1	01/16/17	Procedure Changes and Updated Contact Names	Matthew Verhoff	
2	11/06/17	Updated Contact Names with SSWP Committee and Fiber Strike Plan	Matthew Verhoff	
3	10/04/22	Integrate Post Electrification Policies for PCEP Activation	Mark Clendennen	

ACRONYMNS & DEFINITIONS

RWIC – Roadway Worker In Charge

PCJPB or JPB – Peninsula Corridor Joint Powers Board

RTW – Request To Work

ROW – Right Of Way

SSWP – Site Specific Work Plan

TASI – Transit America Services Inc. (Current Contract Operator)

TAW – Train Approach Warning

USA/811 – Underground Service Alert

LOTO – Lockout / Tagout

OCS – Overhead Contact System

Basic Service Plan (BSP) – BSP work is regular maintenance required on the tracks and right of way.

Emergency Activity – Any unplanned occurrences that could not be scheduled in the standard SSWP Process, or act of nature that affect the normal operations of trains and the proper functioning of the Signal System, Communications, Dispatch System, Utilities, and Track Infrastructure.

JPB Track Access Manager – Conducts the weekly SSWP meetings to review the ROW activities of the current week, and the (3) week look ahead.

Non-Routine Activity – Any activity that requires specific support and needs to be scheduled at a specific time to mitigate impact on train operations.

Project Manager (PM) – The individual who is in charge of a specific project.

Program Manager Construction Services – Provides direction to RE and Construction Management staff on processes of access and support provided by Operations and TASI. Also, determines the final allocation of resources provided by TASI based on project priorities.

Resident Engineer (RE) – This individual provides support to the Project Manager and manages the daily activities of the contractor and its sub-contractors along the ROW. The RE's office is located on the project site.

Routine Activity – Any activity that can be performed either day or night which does not affect operations of trains or any JPB Operating System and does not require any specific support.

SSWP Administrator – Receives all Request To Work (RTW) applications and spreadsheets and implements them into the current and (3) week look ahead schedule.

SSWP Review Committee – A committee with defined roles to review all SSWP work plans. These defined roles include Safety & Security, Track, Stations, Signal, Communications, Utilities, Infrastructure and Operations.

SSWP Representative – The individual selected by the Project’s Manager to represent the activities of the project along the ROW and must attend the weekly SSWP meetings in person.

SSWP ROLES AND RESPONSIBILITIES

PCJPB SSWP Review Committee Members

The following Agency SSWP Committee Members will receive, review and provide comments related to their expertise. If no comments are received within the timeline indicated for review, the Resident Engineer/Project Manager will approve the plan after conducting their own review. **It is each member's responsibility to provide alternate coverage when they are absent.**

Agency	Representatives	Contact	Phone #	Email
JPB	Track Access Manager	Natalie Murren	650.730.4157	murrenn@samtrans.com
JPB	Operations	John Hogan	617.756.0329	hoganj@samtrans.com
JPB	Safety	Michael Meader	650.295.6821	meaderm@samtrans.com
JPB	Track	Eric Stocklmeir	650.508.6213	stocklmeire@samtrans.com
JPB	Signal	Rick Bartholomew	650.622.7801	bartholomewr@samtrans.com
JPB	Communications	Rick Peredia	650.508.7941	perediar@samtrans.com
JPB	Structures and Engineering	Bin Zhang	650.508.7999	zhangb@samtrans.com
JPB	Passenger Stations	Hubert Chan	650.339.7786	chanh@samtrans.com
JPB	Utilities	Jason Wright	650.826.1875	wrightj@samtrans.com
JPB	3rd Party Support	Richmond Apande	650.508.6240	apander@samtrans.com
JPB	Program Manager Const. Serv.	Alfred Darmousseh	650.444.5732	darmousseha@samtrans.com
JPB	Traction Power	Ming Li	650.551.6135	lim@samtrans.com

Operation & Maintenance Contractor SSWP Coordinators

The following Contractor Coordinators will be responsible for attending weekly SSWP meetings and confirming that the necessary support for each activity will be provided. **It is the responsibility of each Contractor SSWP Coordinator to provide alternate coverage when they are not available.**

Contractor	Representatives	Contact	Phone #	Email
TASI	Operations	Ron Stahl	408.961.4353	rstahl@tasi.com
TASI	Safety	Jason Kallstrom	408.386.5889	jkallstrom@tasi.com
TASI	Capital Support/Track & Structures	Ryan Humphreys	408.961.3554	rhumphreys@tasi.com
TASI	Signal	Fred Sandoval	650.422.6420	fsandoval@tasi.com
TASI	Track & Structures	Steven Broyles	408.961.3541	sbroyles@tasi.com
TASI	Passenger Stations	Carlos Leon	408.961.4374	cleon@tasi.com
TASI	Communications	Michael Lepow	408.807.5047	mlepow@tasi.com

Power Contractor SSWP Coordinators

The following Contractor Coordinators will be responsible for attending weekly SSWP meetings and confirming that the necessary support for each activity will be provided. **It is the responsibility of each Contractor SSWP Coordinator to provide alternate coverage when they are not available.**

Contractor	Representatives	Contact	Phone #	Email
BBII	Isolation Planning Manager	Gary Hall		ghall@balfourbeattyus.com
BBII				
BBII				

SSWP Submittals

The following chart provides an overview of SSWP submittals and approvals.

Type of Work	Who develops the SSWP?	To whom is the SSWP submitted?	Who distributes SSWP for review?	Who approves SSWP?
JPB Capital Projects	Contractor	Resident Engineer	Resident Engineer	SSWP Review Committee
JPB Cal-Mod	Contractor	SSWP Representative	SSWP Representative	SSWP Review Committee
JPB Utility Relocation	Utilities	Utility Engineer	Resident Engineer / SSWP Representative	SSWP Review Committee
3rd Party Projects	Contractor	JPB 3rd Party Manager	JPB 3rd Party Manager	SSWP Review Committee
Contractor MOW – Track (Non-BSP)	Contractor Track Senior Superintendent	JPB Track Manager	JPB Track Manager	SSWP Review Committee
Contractor MOW – Signal (Non-BSP)	Contractor Senior Superintendent	JPB Signal Manager	JPB Signal Manager	SSWP Review Committee
Contractor Stations State of Good Repair	Contractor Signal Senior Engineer	JPB Stations & Track Access Manager	JPB Stations & Track Access Manager	SSWP Review Committee
Contractor MOW – Traction Power	Contractor Director of Electric Traction	JPB Traction Power Manager	JPB Traction Power Manager	SSWP Review Committee

SSWP PROCESS OUTLINE

The following is an overview of the SSWP process with set deadlines for each step.

STEP 1: MAJOR SSWP VS MINOR SSWP

Before starting the initial review process, the work plan must be determined if it's a Major or Minor SSWP.

A Major SSWP is a work plan that entails the following activities and requires a full review from the SSWP committee.

- a) Weekend Cutover (Any modification to Track / Signal / Communication Equipment / OCS / Traction Power Equipment)
- b) Form C / Track & Time with single tracking
- c) Form B
- d) Any type of signal and/or track work
- e) Excavation within JPB ROW
- f) Operation of Contractor Equipment on Track
- g) Request for Owner Furnished Equipment – Stabilizer / Ballast Cars
- h) TASI Rail Equipment during revenue hours
- i) Station improvements (Operation Impact i.e., TVM / VMS / Platform Construction)
- j) Special Events with operational impacts
- k) Requires Ambassador
- l) Requires de-energization of OCS or other 25kV equipment

A Minor SSWP is a work plan that entails the following activities and DOES NOT require a full review from the SSWP committee. The Resident Engineer and/or Project Manager can sign off on the work plan and submit it with the RTW Application and RTW Spreadsheet without SSWP committee review.

- a) Station Work (No protection or Ambassador requested/required)
- b) TASI typical Maintenance (BSP)
- c) Track & Time in between trains to perform minor activities. (hand tools)
- d) Survey / photo (outside of 15 feet)
- e) Work in Parking Lot
- f) 3rd Party requests that don't require OTS protection.

STEP 2: SUBMITTAL FOR INITIAL REVIEW

A Major SSWP Draft must be submitted by the contractor to the Resident Engineer and/or SSWP Representative at least (6) weeks (42 calendar days) before an activity is scheduled to occur.

Within **(5) calendar days** of the initial Major SSWP Draft submittal, the RE and/or SSWP Representative will hold a Major SSWP initial review meeting. They will invite the contractor and the required JPB SSWP Review Committee Members to evaluate and analyze the contractors work plan together. Comments and questions will be provided to the contractor during the meeting. The contractor must address all comments and questions received, and incorporate all changes as noted by the reviewers and resubmit the Major SSWP Draft to the RE and/or SSWP Representative to be distributed for concurrent initial review by all JPB SSWP Committee Members and the Contractor Coordinators.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

STEP 3: SUBMITTAL FOR INITIAL ACCEPTANCE REVIEW

After Step 2, concurrent reviewers must review and respond to the RE and/or SSWP Representative within **(5) calendar days** for the Step 2 review.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

The contractor must address all comments and questions received in the Step 3 initial acceptance review, and incorporate all changes as noted by concurrent reviewers and resubmit the SSWP to the RE and/or SSWP Representative within **(5) calendar days** for the Final Review.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

STEP 4: SUBMITTAL FOR FINAL ACCEPTANCE

Within **(3) calendar days** after the contractor resubmits the FINAL work plan to the RE and/or SSWP Representative from the Step 3 initial review, the RE and/or SSWP Representative will send an email with the Major SSWP Final Acceptance Sign Off Form. The email along with the sign off form will be sent to the required JPB SSWP Review Committee Members, and the required Contractor Coordinators. The Final Acceptance Form must be signed and returned (emailed) back to the RE and/or SSWP Representative within the 3-day period.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

Within **(1) calendar day** after the Final Acceptance and sign off, the RE and/or SSWP Representative must submit the Contractors Request To Work (RTW) application with the RTW# located on the upper left corner of the document. The RTW# will be tracked on the weekly SSWP to determine if manpower support has been assigned to the specific activity or not. (See Appendix G & H)

The RTW application should include the RTW spreadsheet and sent to the SSWP Administrator no later than **Friday at 12 PM, (22) calendar days prior to the activity.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

STEP 5: PUBLIC OUTREACH

If the approved Major SSWP and/or work plan involves activities that will impact our customers (i.e., single tracking, station work and parking lot impacts) the RE and/or SSWP Representative must submit a “Request for Messaging to Customer Form” no later than Friday at 12 PM, (22) calendar days prior to the activity, to the Marketing Department.

Please email form to Mary Knuckles knucklesm@samtrans.com 650.508.6356

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42

STEP 6: WORKING AROUND THE OCS OR OTHER 25kV EQUIPMENT

When work procedures cannot prevent equipment, materials, and/or personnel from encroaching within 10 feet of energized OCS lines and/or 25kV Equipment, or if otherwise dictated by the SSWP Committee, the OCS or 25kV Equipment shall be isolated as per the 25KV Electrical Safe System of Work Procedure.

For submission and review of the 25kV prework request form see attached Appendix H – 25kV Electrical Safe System Work Procedure

- Prior to any work the SSWP will be review by the SSWP Committee if an isolation is required an isolation request form must be submitted to the Isolation Manager a minimum of 7 days’ prior to the three-week lockdown.
- If the de-energization request is approved by both the JPB and TASI, the Isolation Manager shall return the approved request form to the Requester. This DOES NOT constitute verification that the OCS or 25kV equipment will be de-energized at the time stated on the approved request form.
- At the time that work is scheduled to begin, Caltrain Power Contractor Personnel shall attend a Job Safety Briefing with the crew and explain the outage to all affected workers including the outage limits and areas that remain energized and other hazards associated with the Overhead Contact System.
- After power has been removed, the Nominated Person shall provide the Requester, or on-site contractor/foreman/Superintendent with a completed OCS and 25kV Equipment Work Permit (Appendix I), certifying that such the necessary components have been electrically isolated and grounded and that it is safe to proceed with the approved activities.
- After the work for which the Clearance Form was issued is complete, the Permit Holder shall Terminate the permit by signing and returning it to the Caltrain Power Contractor Personnel, indicating that all equipment, materials and/or personnel for whom they are responsible are clear of the OCS and/or 25kV and that such personnel have been instructed that the equipment must now be regarded as LIVE and DANGEROUS.
- Failure to return a Terminated Clearance Form by the originally approved time may result in train delays and/or personnel overtime.

- The Caltrain Power Contractor Personnel will begin re-energizing the OCS and/or 25kV Equipment only after receiving the associated, Terminated Clearance Form.

STEP 7: SCHEDULING TRACK ACCESS & MANPOWER SUPPORT

SSWP Meetings are held weekly on Tuesday's at 9 AM in Menlo Park at 4000 Campbell Ave.

- A conference call in number is available for those who cannot physically attend the meeting.
- The SSWP Meeting is designed to review all activity along the Caltrain ROW and assign support to each project. Each project will establish a SSWP Representative who will attend the weekly SSWP meetings and represent the project. The SSWP Representative is responsible to make certain the work plan is approved and submitted on time per the SSWP Policy. **Any activity with an unapproved Work Plan will not be considered for track access.**

STEP 8: TRACK ACCESS & MANPOWER SUPPORT MITIGATION

In the event there are not enough resources from the Contractor Coordinator to support all the requests from the projects, the Program Manager of Construction Services will determine the final allocation of resources provided by TASI based on project priorities. The Program Manager of Construction Services will fill out and sign the resource allocation document stating what project was supported and the reasoning behind it. The form with signature and reasoning will be sent by the Program Manager of Construction to the Project Managers that were impacted for their records and document control.

STEP 9: TRACK ACCESS & MANPOWER SUPPORT SIGN OFF

After the SSWP meeting, the Track Access and Manpower sign off sheet will be passed around for all required signatures. This sign-off sheet will document JPB's and the O&M Contractor's approval for manpower support, track access, and track protection. The SSWP Administrator and/or their representative will email the final form with signatures to the SSWP committee for their records and document.

STEP 10: SSWP CANCELATIONS

The contractor must provide **(5) days' notice** (*or per individual contract requirements*) if they are to cancel their scheduled work with owner furnished labor & equipment. If the contractor cancels the scheduled work after receiving approval with **less than (5) days' notice**, (*or per the individual contract*) the Contractor will be assessed costs of Owner furnished labor and equipment. *Note: This does not include "rain days".

All cancellation correspondence will be done by emailing the "SSWP Group Email" and CC'ing the proper project management staff. The PM and/or RE will also call TASI Track, Signal, and Ops Liaison Representatives, including the JPB Ops Liaison as well. This will ensure the proper personal received the notification.

***Note - If a Form B or Form C is involved with your work activity cancellation, the cancellation notification must be given to CCF before 11 AM.**

STEP 11: SSWP EMERGENCY ACTIVITIES & ADDED MANPOWER

The following is an overview of the SSWP Emergency Activity process:

Any project requesting an Emergency Activity and/or added manpower outside the SSWP Policy and Procedure must have the approval from the Director of Rail Operations or their designee, before requesting the Emergency work to the SSWP Committee.

Director Rail Ops – John Hogan

Hoganj@samtrans.com

617-756-0329

All approved EMERGENCY track protection, approved work plans, and manpower support changes from **Tuesday through Friday** must be submitted **within 24 Hours** of the planned activity. (Example: 9 AM Form C changes for April 3rd must be submitted by 9 AM on April 2nd)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Submittal	3 Revised Activity Date	4	5	6	7

All approved EMERGENCY track protection, approved work plans, and manpower support changes for **Saturday and Sunday** must be submitted and approved **no later than 12 PM on the previous Thursday**. (Example: Changes for Saturday, April 6th and/or Sunday, April 7th must be submitted by Thursday, April 4th at 12 PM.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4 Submittal	5	6 Revised Activity Date	7 Revised Activity Date

All approved EMERGENCY track protection, approved work plans, and manpower support changes for the **following Monday** must be submitted **no later than 12 PM on the previous Thursday**. (Example: Changes for Monday, April 8th must be submitted by Friday, April 5th at 12 PM.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1	2	3	4 Submittal	5	6	7	8 Revised Activity Date

SSWP EXCAVATING & POTHOLING PROCEDURES

The following is an overview of the **REQUIRED** pre-requisite activities that must occur before a project performs any excavations or potholing activities within the ROW.

As defined by California Law, the following definitions apply:

- **Excavation** – any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of tools or equipment in any of the following ways:
 - Grading – Trenching – Digging – Ditching – Drilling – Auguring – Tunneling – Scraping, Cable or Pipe plowing and driving – or any other way.
- **Excavator** – any person, firm, contractor, or subcontractor, owner, operator, utility, association, corporation, partnership, business, trust, public agency, or other entity that, with their own employees or equipment performs any excavation.

Any excavation proposed within the Caltrain “Zone of Influence” will need to be reviewed in accordance with PCJPB shoring standards. Potholing will be done with approval by the JPB Engineer. Hydro Vac. and Wet Vac. Practices will not be allowed on “Live/Energized AC/DC power circuits, conduits, and raceways.

Lock Out Tag Out (LOTO) will need to be approved in the SSWP prior to De-energizing circuits for Potholing. (This requires the contractor to have made the proper request with said utility)

SAFETY NOTE: Excavations shall meet Title 8, Construction Safety Orders, Article 6, Excavations, and compliance requirements as a minimum."

Anytime a project needs to perform any excavation or pothole along the Caltrain ROW, the Contractor and/or responsible party for that project must contact the following parties to mark out their utilities before any digging occurs:

- USA – Public Utilities and Public Fiber – 1.800.227.2600 or 811 (Northern California)
**Note: Caltrans IS NOT part of the USA procedure*
- TASI Signal – JPB Signal and Communication Lines
Julian Alvarez jalvarez@tasi.com **408.439.8632**
- Utilities – JPB Signal and Communication Lines
Jason Wright wrightj@samtrans.com **408.439.8632**

UNDERGROUND INCIDENT REPORTING

UNKNOWN CONDUIT/CABLE

1st - CCF Notification - MTO (408) 271-4987 AND Security (650) 339-4282
Jason Wright - Utility Coordinator (650) 838-1090 / (650) 826-1874

Resident Engineer & Project Manager

SIGNAL CABLE

1st - CCF Notification - MTO (408) 271-4987 **AND** Security (650) 339-4282

Fred Sandoval, TASI Sr Superintendent C&S (650) 422-8263

Rick Bartholomew, JPB Signal Mgr. (650) 622-7801 / (650) 438-4673

FIBER OPTIC CABLE

1st - CCF Notification - MTO (650) 329-8044 **AND** Security (650) 339-4282

Michael Lepow, TASI Sr Superintendent Comm (408) 582-4044

Fred Sandoval, TASI Sr Superintendent C&S (650) 422-8263

Uhila Makoni, JPB Communication Mgr. (650) 235-0129

Jason Wright - Utility Coordinator (650) 838-1090 / (650) 826-1874

Provide the Following:

- 1) Location
- 2) Pictures
- 3) Description of what happened
- 4) Contact Information

*Meet with Randy Bales at the site to assess extent of damage and to determine steps forward to repair fiber

*The contractor is responsible for the damage, excavating, testing, and repair of the fiber

*TASI will assure the signal system is operating as designed via fiber or radio back up

POWER CABLE

1st - CCF Notification - MTO (408) 271-4987 **AND** Security (650) 339-4282

Robert Sutton, TASI Signal/Comm Supervisor (408) 961-3548 / (408) 582-4044

Jason Wright - Utility Coordinator (650) 838-1090 / (650) 826-1874

TICKET VENDING MACHINE

1st - CCF Notification - MTO (408) 271-4987 **AND** Security (650) 339-4282

TVM Maintenance (650) 508-6408 (Option 3 field technician)

Michael O' Donnell (650) 508-6342

Gary Cox (650) 508-7986

CLIPPER CIDs EQUIPMENT

1st - CCF Notification - MTO (408) 271-4987 **AND** Security (650) 339-4282

CUBIC Maintenance (866) 998-1888

Gary Cox (650) 508-7986

Michael O' Donnell (650) 508-6342

CCTV

1st - CCF Notification - MTO (408) 271-4987 **AND** Security (650) 339-4282

Richard Maddox, Ojo CCTV Maintenance (510) 619-9710

Randy Bales, JPB Communication Mgr. (650) 533-4080

The above calls/notifications are to be made ASAP. If no answer, leave a message with the following information:

- 1) Type of Cable Damage**
- 2) Location of the Incident**
- 3) Your Contact Information**

Follow-up with an e-mail documenting the incident in detail and what actions have been taken to resolve the issue. CC: David Santoro, John Hogan, Alfred Darmousseh, Mike Meader, and Resident Engineer/ Project Manager.

Suspicious Incidents, Call Transit Police (877) 723-7245

APPENDIX A - MAJOR SSWP FINAL SIGN OFF FORM

This Form will be used in Step 4 of the Major SSWP Final Acceptance process.

APPENDIX A



CALTRAIN SSWP APPENDIX A

Major SSWP Final Acceptance Form

Date:

Project:

Major SSWP:

JPB Track Access Manager

JPB Manager Construction Services

JPB Safety Representative

JPB Engineering Director or Representative
(Structures, Signal, Comm, Track)

JPB Rail Operations Director or Representative
(Including Stations)

JPB Utilities Representative (If applicable)

JPB 3rd. Party Support Representative
(If applicable)

TASI Rail Operations Representative

TASI Engineering Representative
(Structures, Signal, Comm, Track, Stations, and Parking)

APPENDIX B - MAJOR SSWP RESOURCE ALLOCATION & MITIGATION SIGN OFF FORM

In the event there are not enough resources from the Contractor Coordinator to support all the requests from the projects, the Program Manager of Construction Services will determine the final allocation of resources provided by TASI based on project priorities. The Program Manager of Construction Services will fill out and sign the resource allocation document stating what project was supported and the reasoning behind it.

APPENDIX B



CALTRAIN SSWP APPENDIX B

SSWP RESOURCE ALLOCATION SIGN OFF FORM

Date:

Project:

Explanation for resource allocation:

JPB Manager Construction Services

APPENDIX C - TRACK ACCESS & MANPOWER SUPPORT SIGN OFF SHEET

After the SSWP meeting, the Track Access and Manpower sign off sheet will be passed around for all required signatures. This sign-off sheet will document JPB's and the O&M Contractor's approval for manpower support, track access, and track protection.

APPENDIX C



CALTRAIN SSWP APPENDIX C

Track Access and Manpower Support Sign Off

Date:

SSWP Week #:

JPB Track Access Manager

JPB Manager Construction Services

TASI Track Representative
(Structures, Track, Stations, and Parking)

TASI Signal Representative
(Including Stations)

BBII Traction Power Representative
(Traction Power and OCS)

APPENDIX D - SSWP REQUIREMENTS FOR THE CUSTOMER COMMUNICATION DIVISION

The following is an overview of the SSWP requirement for Marketing and Customer Service notifications:

When a project impacts our customers in any way, the SSWP Representative must submit a Request for Message to Caltrain Customers Form. This form must be submitted **a minimum of 22 days** prior to the work.

Examples of projects impacting customers:

- Track Outages
- Parking Lot Outages
- Passenger Station Work

APPENDIX D

CALTRAIN SSWP APPENDIX D

Request for Message to Caltrain Customers

Date of request:

Requester:

Phone#

Project Manager:

Phone#

Start DATE of Work/Change to be Performed:

End DATE of Work to be Performed:

Start TIME of Work/Change to be Performed: am pm

End TIME of Work to be Performed: am pm

Location of work to be performed:

Will this work affect boarding? YES
or customer movement at stations? NO

Which station?

How will boarding/customer movement be affected?

PROJECT DESCRIPTION

Describe project and reason for work. Include any other passenger, neighbor, or community impacts.



APPENDIX E - CCF ACCESS FORM

When any activity requires access into the Central Controlled Facility (CCF), this form must be filled out with approved signatures, and submitted with the Request To Work application, spreadsheet, and approved work plan.

APPENDIX E

CALTRAIN SSWP APPENDIX E



Title: CCF Access Policy

Approved:

David Santoro – Chief of Staff Rail Administration

Date of Policy – April 30th, 2013

Date of Personnel Change – June 20th, 2016

Department Distribution:

JPB Rail Transportation (originator); JPB Maintenance, JPB Construction and Engineering, JPB Marketing and Customer Service, JPB Public Affairs and Government Relations, TASI Transportation and operations, TASI Maintenance of Way, TASI Maintenance of Equipment, TASI Customer Service and Support, and TASI Safety and Training



Contents

CCF Access Policy	3
Purpose/Intent.....	3
Badge Access.....	3
Main Access to CCF (Two Exterior Doors, Dispatching Floor and EOC/DOC).....	3
CEMOF Server Room (located within the CCF).....	4
Access for Business Purposes	4
Advanced Permission for Projects	4
Emergency Access to CCF	5
Urgent Access to CCF – JPB Employees	5
Immediate Access to CCSF – TASI Employees	5
Access for Tours	5
Guidelines and Prohibitions.....	6
Pictures	6
Cell Phones.....	6
Conversations	6
Propping Doors	6
Violations	6
Caltrain CCF Advanced Access Permission Form	7
Caltrain CCF Urgent Access Permission Form	8
Caltrain CCF Tour Request Form.....	9



CCF Access Policy

Purpose/Intent

The Central Control Facility (CCF) is a security and safety sensitive location. Only those with legitimate business purposes will be permitted to access the CCF and CEMOF server room. In addition, this policy outlines the prohibited activities to ensure that those who are on the premises are not disrupting the dispatching of the railroad.

The policy will outline those positions that can have badge access to the CCF, including the CEMOF server room. It will also guide how permission to access the CCF will be given to those without badge access. This policy will apply to all TASI and JPB employees, along with any other contractors.

Badge Access

Badge access to the CCF will be given to those whose job description requires access to the CCF. Exceptions may be made on case-by-case basis. Written justification must be given to the Manager, Rail Operations who will make the determination.

Main Access to CCF (Two Exterior Doors, Dispatching Floor and EOC/DOC)

The following positions will be permitted to have badge access to the CCF exterior door, dispatching floor and DOC.

TASI Employees

- General Manager
- Deputy General Manager, Operations
- Director, Train Operations (OTO)
- Assistant Director, Train Operations
- Manager, Field Operations
- Manager, Train Operations (MTO)
- Road Foreman of Engines
- Trainmaster
- Supervisor, Train Operations
- Communications Clerk
- Senior Superintendent, Communications and Signals
- Superintendent, Communication and Signals
- Radio Technician
- Data Technician
- IT Specialist
- Janitorial Staff (for the purposes of cleaning the facility)

JPB Employees

- Director, Rail Transportation
- Manager, Rail Operations



CEMOF Server Room (Located within the CCF)

The following positions will be permitted to have badge access to CEMOF Server Room. If the position has access to the Server Room, but does not have main access to CCF, that person will need to follow the policy for access to the building as specified in Access for Business Purposes.

TASI Employees

General Manager
Director, Train Operations
Assistant Director, Train Operations
Manager, Train Operations
Senior Superintendent, Communications and Signals
Superintendent, Communication and Signals
Radio Technician
Data Technician
IT Specialist

JPB Employees

IT employees as authorized by the Director, Information Technology and Telecommunications

Access for Business Purposes

Anyone who does not have badge access must receive authorization prior to accessing the CCF.

Advanced Permission for Projects

An employee or contractor who needs access to the CCF must request permission through the SSWP process. The project manager will submit the Advanced Permission Form to the DTO with all fields filled out. The DTO (or designee) will approve, approve with changes, or reject the request. Any rejections will specify the reason behind the rejection and what needs to be corrected in order for permission to be granted.

Work should be planned during non-revenue hours. If work must be done during revenue hours, a detailed explanation must be given. Furthermore, no more than two project members may be on the dispatching floor at any time. Any other personnel who need to be on site, must be in the DOC or in the break room to supervise the work.

Any project team that does not adhere to the conditions on the Advanced Permission Form will be asked by TASI Operations Management to discontinue their work and vacate the premises. These instances will be immediately reported to the JPB Duty Officer who will in turn report the incident to the Director, Rail Transportation for further escalation, as necessary.

Temporary Access

Temporary badge access may be granted for long term projects that will be performed at the CCF, which must also be authorized by the JPB Manager, Rail Operations.



Emergency Access to CCF

Anyone needing spontaneous access to the CCF as the result of a railroad related emergency or natural disaster should request access by calling the on-duty MTO.

Urgent Access to CCF- JPB Employees

Should there be an instance when access is needed outside of the SSWP process or within a more immediate time frame, access must be requested from the JPB Duty Officer. The following information shall be included in the request:

- 1) Name and title of person requesting access
- 2) Phone number and email of person requesting access
- 3) The names and titles of those who will be performing the work
- 4) Nature of work to be performed
- 5) Time requested to be in the CCF
- 6) Reason for the timeliness of the request

Should the JPB Duty Officer determine that the request is valid, the JPB Duty Officer will contact the highest-ranking manager at the CCF for final authorization. Should the CCF manager concur, permission will be granted via email using the Urgent Access Permission Form. The email will be sent by MTO and will be sent to the person requesting access, OTO, and the JPB Manager of Rail Operations.

Note: No more than two project members may be on the dispatching floor at any time. Any other personnel who need to be on site, must be in the DOC or in the break room to supervise the work. Any project team that does not adhere to the conditions on the Urgent Access Permission Form will be asked by TASI Operations Management to discontinue their work and vacate the premises. These instances will be immediately reported to the JPB Duty Officer who will in turn report the incident to the Director, Rail Transportation for further escalation, as necessary.

Immediate Access to CCF TASI Employees

It is recognized that some TASI employees may need spontaneous access to the CCF as part of their work. Those employees should request access by consulting with the on-duty MTO.

CCF Employees

Those persons whose offices are located within the CCF must not allow unauthorized persons to access the CCF building. However, the CCF employee may escort someone into the building for the purposes of a business meeting with that CCF employee in their office or to escort anyone who has badge access to the Server Room.

Access for Tours

Tours may only be arranged through the JPB Manager, Rail Operations using the CCF Tour Request Form. Tours must be requested at least one month in advance. Upon JPB approval, the Manager, Rail Operations will submit the request to the OTO for final approval. The requestor will be notified no later than two weeks prior to the tour date of the decision. Tour groups may only view the dispatching floor from the DOC. Access to the dispatching floor to tour groups is strictly prohibited.



Guidelines and Prohibitions

The following guidelines apply to anyone granted access to the dispatching floor, regardless of type of authorization.

Pictures

Taking pictures in the dispatch center is strictly prohibited. Any requests for an exception must be directed to the Manager, Rail Operations.

Cell Phones

No personal cell phones will be permitted on the dispatch floor. Personal cell phones may be kept within one of the private offices or stored in a locker in the break room.

Railroad/business provided cell phones are permitted on the dispatch floor but must be kept on vibrate. With the exception of the MTO using the Push To Talk Nextel phone, any phone calls made on a cell phone must be conducted in one of the private offices or the copy room. Cell phone calls are permitted in all other parts of the building.

Conversations

Conversations on the dispatch floor are to be done at a very low volume and must be kept to a minimum. Extended conversations should be done in a private office, the copy room, or outside the dispatch floor.

Propping Doors

The propping of doors to circumvent this policy is strictly forbidden. Should it be discovered that a door has been propped open, the person responsible will have all privileges to the CCF revoked.

Violations

Violations will be immediately reported to the Director, Rail Transportation. Anyone who violates this policy may have their access temporarily or permanently revoked by the Director, Rail Transportation.



Caltrain CCF Advanced Access Permission Form

Permission has been granted to the following personnel to perform emergency work within the CCF as outlined below

Name of Project:

Name and Title of Project Manager:

Phone and Email Information for Project Manager:

Provide a general outline of tasks to be performed, materials required and work methods to be used:

Date and time of work (must be during non-revenue hours):

If requesting to work during revenue hours, provide full explanation for-request:

Names/title and employer of personnel who will be performing the work

To be completed by TASI Director, Train Operations (or designee)

	Project may proceed as proposed:
	Project may proceed with the following changes:
	Project is denied for the following reasons:

Date

Signature

To be completed by JPB Manager, Rail Operations if Temporary, Badge Access is Requested

Date

Signature



Caltrain CCF Urgent Access Permission Form

Permission has been granted to the following personnel to perform urgent work within the CCF as outlined below

Name of JPB Duty Officer:

Name and Title of Project Manager:

Phone and Email Information for Project Manager:

Provide a general outline of tasks to be performed, materials required and work methods to be used:

Date and time of work:

Reason for the Request:

Names/title and employer of personnel who will be performing the work:

To be completed by TASI CCF Management

Date

Signature/Title



Caltrain CCF Tour Request Form

Permission has been granted to the following personnel to perform emergency work within the CCF as outlined below

Name and Title of Requestor:

Phone and Email Information for Requestor:

Provide a general description of the group that would like to tour CC:

Date and time of tour:

Number of guests:

JPB Person supervising the group:

To be completed by Manager, Rail Operations (or designee)

	Tour may proceed as proposed:	
	Tour is denied for the following reasons:	
Date	Signature	TASI Approval
Date	Signature	TASI Approval

APPENDIX F - SSWP SUBMITTAL FORMS

The following is an overview of the SSWP Forms used in developing work plans, and submitting approved work plans:

SITE SPECIFIC WORK PLAN

This form must be filled out completely and attach any additional documentation required. This is the primary documentation to explain the work activity on the ROW and must be submitted to the individual in charge of the project.

APPENDIX F

Caltrain SSWP Appendix F

SITE SPECIFIC WORK PLAN

Work Plan #			
Work Date			
Duration			
Scope of Work			
Location			
Traffic			
Track			
Work Window			
Pre-requisite Conditions			
Nearest Dist. To Track			
Nearest Dist. To OCS / 25kV			
Emergency Contact:			
Basic Crew		Equipment	
Additional Crew		Equipment	
Subcontractor		Equipment	
Additional Equipment			
Tools			
Materials			
Work Procedures			
Description of Work			

APPENDIX G - REQUEST TO WORK APPLICATION

This form must be filled out with the RTW spreadsheet and submit it to the SSWP Administrator.

The RTW Form must have a RTW # assigned to it for project tracking (in the left-hand corner), and it must include the RTW spreadsheet.

Each project is responsible for managing their own SSWP and RTW submittal logs. This must be submitted no later than **12 PM on Friday, (22) days preceding the work.**

Per the contract requirements in **Section 01011** (Work Planning) related to RTW and SSWP process.

1.07 REQUEST TO WORK

- A. Obtain Engineer's approval of applicable Site-Specific Work Plans prior to submittal of a Request to Work.
- B. Prepare a Request to Work for every construction task, activity or operation and obtain an Approval to Work prior to performing any such construction task, activity or operation.

APPENDIX G

REQUEST-TO-WORK APPLICATION

SSWP Appendix G



All entries on this RTW Application must be reflected on the RTW Spreadsheet.

RTW #: _____
Date: _____ JPB Project #: _____ JPB Project Name: _____
SSWP Number _____ Approved Pending TASI WD Number: _____

APPLICANT INFO

Company: _____ Contact: _____
Address: _____ Email/Phone: _____
_____ JPB Rep: _____
_____ Email/Phone: _____

PROJECT INFO

City: _____ Streets/Locations: _____
Mile Post: _____ To Mile Post: _____
Date(s) Requesting: _____ Daily Hours: _____
Project Site Contact: _____ Email: _____
Meet Place: _____ Phone: _____
Meet Time: _____ De-Energization Required? _____
Inspections, Locating, Limits of Power Down: _____
Protection anticipated: _____

DESCRIPTION OF WORK:

ALL PERSONNEL WORKING ON PROJECT SHALL BE JPB SAFETY TRAINED PER FRA REGULATIONS.

1. In order to schedule Inspections, Locating, and/or Protection, JPB Project Manager will return this form, fully completed, to the SSWP Committee by 1:30 PM on FRIDAY, three weeks preceding work. The week begins Monday.
2. Work that requires shoring must include all shoring drawings, stamped, and approved by a Registered Civil Engineer and bearing the approval of the JPB.
3. Failure to complete this form accurately may be cause for project delay or shutdown.
4. JPB Project Manager will submit by email to the SSWP committee. sswp@samtrans.com

Applicant Name (please print) Signature Date

Project Manager/Resident Engineer Signature Date

APPENDIX H - OCS AND 25KV PRE-WORK REQUEST FORM

This Form will be used in Step 6 of the Major SSWP process, to request scheduling of OCS and/or 25kV Equipment de-energization. Note: Approval of this form DOES NOT constitute verification that the OCS or 25kV equipment will be de-energized at the time stated on the approved request form. Verification of de-energization must be provided on site by a Caltrain Power Contractor Personnel via the OCS AND 25KV WORK PERMIT (Appendix J)

APPENDIX H

PREWORK REQUEST FORM: WORKING NEAR ENERGIZED OVERHEAD CONTACT SYSTEM (OCS)

Request:

Date of Pre-Work Request:	Requestor:	Limits of Approach: 10 Feet
---------------------------	------------	--------------------------------

Contractor / Foreman / Superintendent Name:

Duration of Work:

Begin Time/Date: _____ End Time/Date: _____

Location of Work:

Equipment	Working Limits		Tracks(s)	Remarks
	At/from structure	To structure		
Overhead Contact System Equipment				
Feeders				

Description of work and suggested method(s) to be used to ensure employee, materials, equipment & etc. are 10' away from Energized OCS lines.

Description of work, equipment, tools, materials being used and their proximity to Overhead Catenary Systems (OCS):

Work Approved: Yes No De-energization Clearance Form Required: Yes No

The undersigned Balfour Beatty Isolation Planning Manager verifies that the identifiable hazardous areas associated work methods outlined above have been reviewed with the requestor.

Signature: _____ Date: _____

Print name: _____ Phone Number: _____

Title: _____

The undersigned requestor agrees to comply with all the conditions on the reverse side of this form and confirms that the Balfour Beatty Isolation Planning Manager has reviewed the identifiable hazards and associated work methods outlined above with the undersigned.

Signature: _____ Date: _____

Print name: _____ Phone Number: _____

APPENDIX I – CLEARANCE FORM

- After power has been removed, the Authorized Caltrain Power Contractor Personnel shall provide the Requester, or on-site contractor/foreman/superintendent with a completed Clearance Form, certifying that the Overhead Contact System (OCS) and 25kV Equipment and Feeders are electrically isolated and grounded where necessary and that it is safe to proceed with the approved activities.
- After the work for which the Clearance Form was issued is complete, the Permit Holder shall return the Terminated permit to the Authorized Caltrain Power Contractor Personnel indicating that all equipment, materials and/or personnel are clear of the OCS and/or 25kV equipment and that they have been instructed that the OCS and 25kV equipment must now be regarded as LIVE and DANGEROUS. The Caltrain Power Contractor Personnel will begin re-energizing the OCS and/or 25kV Equipment only after receiving the associated, Terminated Permit.

APPENDIX I

Clearance Form

This Form certifies that the Overhead Contact System (OCS) including Feeders are electrically isolated where necessary and grounded and constitutes a Permit to Work on or near these

WARNING: - THE ISSUE OF THIS CLEARANCE PERMIT DOES NOT MEAN THAT TRAIN MOVEMENTS ARE STOPPED ON THE TRACKS CONCERNED AND WHERE NECESSARY SUCH ARRANGEMENTS SHALL BE MADE IN ACCORDANCE WITH TRACK ALLOCATION PROCESS

Part 1.

Issued To _____ (Name) _____

(RWP ID. No) _____ (Employer) _____

For the purpose of carrying out the following work:

_____ The following equipment is Grounded

Equipment	Safe Working Limits		Line(s) / Feeder's	Remarks
	At / from structure	To structure		
Overhead Line Equipment (Excluding Feeder's)				
Feeders				
Other Equipment				

ALL OTHER OVERHEAD CONTACT SYSTEM (OCS) EQUIPMENT MUST BE REGARDED AS LIVE AND DANGEROUS AND MUST NEITHER BE TOUCHED NOR APPROACHED

This CLEARANCE permit is to be released not later than _Hours, on date Issued by

_____ (name) _____ signature Message No _____ I undertake to ensure that all persons for whom I am responsible fully understands the extent of the Isolation and the safe working limits before work commences. I fully understand all electrical hazards as briefed by the Nominated Person Received by _____ (name) _____ (signature)

<p>Provide details of the Residual Electrical Hazards that remain within the safe working limits stated on THIS Clearance Permit below.</p> <p><i>Where appropriate attach drawings and diagrams to identify specific Residual Electrical Hazards</i></p>	<p>Provide details of the Reminder of Live Exposed Equipment that will be applied at the extremities of the safe working limits of THIS Clearance Permit only.</p> <p><i>Where multiple Clearance Permit overlap, Reminder of Live Exposed Equipment shall be applied to the outer-most safe working limits.</i></p>
--	---

Residual Electrical Hazard Present:	Location of Residual Electrical Hazard: <i>(Structure number, line(s) from/to etc)</i>	Type of Reminder of Live Exposed Equipment Implemented:	Reminder of Live Exposed Equipment Location: <i>(Structure number, line(s) from/to etc)</i>	Additional Remarks: <i>(Flashing or static light etc)</i>

Part 2. (For use if permit holder is relieved – continue on back of form if necessary)

I am now in charge of the work under this Clearance Form and fully understand the conditions, and have notified the issuer or his relief

	1	2	3	4
Name				
Signature				
Name of person Relieved				
Signature of person relieved				
Date and Time (hours)				

Foreman Briefing record for Clearance Form Safe Working limits				
Name	Date	Time	Initial	Sign

Part 3. The work for which this Clearance Form was issued is completed. All persons for whom I am responsible, and all materials are clear of the OCS including Feeders, and they have been instructed that the OCS must now be regarded as LIVE and DANGEROUS.

I hereby release my Overhead Catenary Permit. The OCS integrity has not been affected. I confirm that the OCS and associated equipment has not been disturbed or damaged by the work undertaken under this permit.

_____ (signature) _____ (name) _____ (employer)

Date _____ Time _____ Received by _____ (signature) _____ (name)

APPENDIX J - REQUEST TO WORK SPREADSHEET

This spread sheet must be filled out completely and submitted with the RTW Application.

- Week # - The week the activity will take place.
- Project # and Work Directive #
- Contractor Name
- Mile Post Locations
- City and/or Street
- Type of work
- Project Name
- Type of manpower requested (X = RWIC, W= Watchman, etc.)
- Shift Hours
- Check type of protection (Watchman, Form B, Form C, Track and Time)
- Notes containing meeting place and contact information
- **RTW Manpower Support Approved (A) – RTW Manpower Support Pending (P)**
- **This reflects that the O&M Contractor has or has not committed to manpower support for individual activities. O&M sign off is required for the current work week, and the following work week.**
Example: Week 41 (current work week) and Week 42 must be signed off after the Tuesday SSWP meeting.
- Work Plan # Approved (A) – Work Plan Pending (P)
- Submitter Initials

APPENDIX J

Caltrain SSWP APPENDIX J

SAMPLE

LINE#	PROJECT# WON#	CONTRACTOR	WORK ON OR ADJACENT TO OPERATING RAILROAD				Night Work							Removed Item				38	Request Info									
			REVISION				Holiday							XXX (Red Font) New/Revised/Pending/Clarification Need														
			LOCATION				Event																					
Mile Post	City and Street(s)/Stn(s)	MT 1	MT 2	MT 3	MT 4	TYPE OF WORK/ Description of work and potential impact on customers	MON TUE WED THU FRI SAT SUN							Night work	24-Hour Clock Shift	TAW	Form B	Form C	Track & Time	NOTES Include MP limits, hours of protection	Work Plan# A=Approved P=Pending							
							19 20 21 22 23 24 25																					
A Ambassador; B Mechanical/Blue Flag; E Signal Tech; S Signal Inspector; M Maintainer; O Working, no protection required; P Pilot; Q Test Train; R Radio Tech; T Work Train; U UP Flagman; W Watchman; X Flagger (RWIC); Y Track Inspector; Z Stabilizer																												
RWP TRAINING							8a-12p	8a-12p	8a-12p	8a-12p												RWP						
GIANTS HOME GAMES																												
SPECIAL EVENTS																												
2	BSP	TASI STN MAINT	0-51.64	All cities on ROW	✓	✓	General Station Maintenance	W	W	W	W	W			0630 - 1500						A	SW						
3	BSP	TASI STN MAINT	0-51.64	All cities on ROW	✓	✓	Station Maintenance - janitorial crew	O	O	O	O	O	O	✓	1830 - 0330							A	SW					
4	BSP	TASI STN MAINT	0-51.64	All cities on ROW	✓	✓	Station Maintenance - landscaping crew	O	O	O	O	O			0630 - 1500							A	SW					
5	BSP	TASI STN MAINT	0-51.64	All cities on ROW	✓	✓	Station Maintenance -pressure washing crew	O	O	O	O		O	✓	2130 - 0500							A	SW					
6	BSP	TASI TRACK	0.0 - 50.94	SF- SJ	✓	✓	✓	Hi-Rail Track Inspection		Y		Y		Y	Y	0630 - 1500	✓		✓		T&T as needed	A	MOW	SZ				
7	BSP	TASI TRACK	0.0 - 50.94	SF- SJ	✓	✓	✓	Switches & Turnouts Inspections	Y	Y	Y	Y	Y			0630 - 1500	✓		✓		T&T as needed	A	MOW	SZ				
8	BSP	TASI TRACK	0.0 - 50.94	SF- SJ	✓	✓	✓	Day Gang Daily Track Maintenance	W	W	W	W	W	W		0630 - 1500	✓		✓		T&T as needed	A	MOW	SZ				
9	BSP	TASI TRACK	0.0- 50.94	Cp 4th St- Cp Lick	✓	✓	✓	Welding Gang Maintenance Grinding, Thermite Welds	X	X	X	X	X			0630 - 1500	✓		✓		T&T as needed	A	MOW	SZ				
10	BSP	TASI TRACK	N/A	Menlo Park	✓	✓	✓	Day OTS class for BSP employees	X	X	X	X	X			0630 - 1500						N/A	SZ					
11	BSP	TASI TRACK	28.98- 43.8	Segment 4	✓	✓	✓	Tie Gang, Replace Cross Ties	X	X	X	X	X		✓	2200-0600	✓		✓		T&T as needed	A	MOW	SZ				
12	BSP	TASI TRACK	0.0- 50.94	Cp 4th St- Cp Lick	✓	✓	✓	Welding Gang Maintenance Grinding, Thermite Welds	X	X	X	X	X		✓	2200-0600	✓		✓		T&T as needed	A	MOW	SZ				
13	BSP	TASI TRACK	43.8- 49.98	Segment 4	✓	✓	✓	Surfacing Gang Surface, Line & Dress	X	X	X	X	X		✓	2200-0600	✓		✓		T&T as needed	A	MOW	SZ				
14	COMM MAINT	TASI COMM	0.0-24	RWC to SJD				TESTING ON CALTRAIN DATA SYSTEMS	R	R	R	R	R			0700-1530					LOCATIONS INCL CCF TO ALL STNS' PA AND VMS SYSTEMS WITHIN THESE LIMITS	COMM T&M	JA					
15	RADIO MAINT	TASI RADIO	0.0 - 24	RWC to SJD				TESTING ON CALTRAIN RADIO SYSTEMS	R	R	R	R	R			0700-1530					LOCATIONS INCL CCF TO ALL CONTROL PTS AND MTNTOPS W/IN THESE LIMITS	COMM T&M	JA					
16	SIGNAL MAINT	TASI SIGNAL	0-25.3	SF to RWC	✓	✓	✓	FRA Testing on all switches and control points.	M	M	M	M	M		✓	0600-1400			✓		All sections from CP 4th Street to Redwood City	A PCJPB T&M	JA					
17	SIGNAL MAINT	TASI SIGNAL	0- 50.94	SF to RWC	✓	✓	✓	FRA Testing on all crossings and intermediate signals.	M	M	M	M	M		✓	1400-2200			✓		All sections from CP 4th Street to Redwood City	A PCJPB T&M	JA					
18	SIGNAL MAINT	TASI SIGNAL	0- 46.85	SF to CP Lick	✓	✓	✓	Basic Signal Maintenance	M	M	M	M	M		✓	2200-0600			✓		All sections from SF to CP Lick	A PCJPB T&M	JA					
19	SIGNAL MAINT	TASI SIGNAL	0- 46.85	SF to SJD	✓	✓	✓	FRA Testing and troubleshooting and follow up.	S	S	S	S	S			0600-1400			✓		All sections from SF to San Jose	A PCJPB T&M	JA					
20	SIGNAL MAINT	TASI SIGNAL	0- 46.85	SF to SJD	✓	✓	✓	Troubleshooting ,trouble calls follow up on transit safe notices, FRA testing	E	E	E	E	E			0600-1401			✓		All sections from SF to San Jose	A PCJPB T&M	JA					
21	SIGNAL MAINT	TASI SIGNAL	18.19- 41.49	CP Palm to Bowers	✓	✓	✓	FRA Testing on all switches and control points.	M	M	M	M		M		0600-1400			✓		All sections from CP Palm to CP Bowers	A PCJPB T&M	JA					
22	SIGNAL MAINT	TASI SIGNAL	18.6- 29.22	Signal 18.5/6 to Alma	✓	✓	✓	FRA Testing on all crossings and intermediate signals.	M	M	M	M		M	✓	1400-2200			✓		All sections from Signal 18.8 to CP Alma	A PCJPB T&M	JA					
23	SIGNAL MAINT	TASI SIGNAL	25.3- 46.85	RWC to SJD	✓	✓	✓	FRA Testing on all switches and control points.	M	M	M	M	M			0600-1400			✓		All sections from CP 4th Street to Redwood City	A PCJPB T&M	JA					
24	SIGNAL MAINT	TASI SIGNAL	25.3- 46.85	RWC to SJD	✓	✓	✓	FRA Testing on all crossings and intermediate signals.	M	M	M	M	M		✓	1400-2200			✓		All sections from CP 4th Street to Redwood City	A PCJPB T&M	JA					
25	Proj 100256 WD 9229-052	W.L. Butler	17.87	San Mateo, 3/4th Street		✓		Replace & Install New Pedestal Meter	O	O	O	O	O	O		0730-1500					CRANE operations near MT-2 outside of JPB ROW. Contact person: Jon Lapachet @ 209-327-6490 cell/650-568-5485	A	A	RA				
26	Proj 100387 WD 9229-025	City of Sunnyvale	38.8	Sunnyvale, Hendy & North Sunnyvale	P	P		Pole Repl and Wiring, and directional boring	O	O	O	O	O	O		0700-1500			P		T&T btw trains - Graham Smith (209) 662-0228; Steve Sun (408)730-7605	A	A	RA				
27	Proj 100367 WD 9229-018	City of Santa Clara	43.55- 43.8	Santa Clara, Grant Street		✓		Remove existing fence and replace Temp fence	O	O	O	O	O	O		0730-1500					Contact person: Paul Cooper @ (925) 605-8880/510-526-3424	A	A	RA				
28	Proj 100385 WD 9229-027	South Bay Construction/Premia 1180 Main Ower	25.7	Redwood City, Main Street		✓		Use of crane near tracks	O	O	O	O	O	O		0700-1500			✓		Track & time b/w trains Sarah Bui (408) 596-1606; Brett Scolari (408) 679-2948; Gloria Arteage (650) 772-1761/(650) 600-7461 and Mauricio Mayora (669) 221-0439	A	A	RA				
29	Proj 100401 WD 9229-039	Prometheus Real Estate Group	35.15	Mt. View, Villa Street		✓		Construction of residential building/remove existing fence with temp	O	W	O	O	O			0700-17000			✓		Contact Persons: Pia (408) 758-9265	A	A	RA				
30	Proj 100398 WD 9229-044	MWT/WEBCOR	2.7	SF, Jerrold St		✓		Replace and install Monitoring device	O	O	O	O	O	O		1000 - 1400			✓		Contact Persons: Cecilia Gamboa (559) 579-2144	A	A	RA				
31	Proj 100652 WD 9229-081	BKF Engineers	0.00-0.9	SF, Caltrain Station		✓		Surveying on ROW	O	O	O	O	O	O		1000 - 1800			✓		track & time - Matthew Weiner (415) 744 - 1111	A	A	RA				
32	Proj 100550 WD 9229-063	IHQ	25.8 - 25.9	Redwood City, Chestnut St.		✓		Temp fence Installation for building demolition	O	O	O	O	O	O		0700 - 1500			✓		T&T btw trains - Danny (925) 876-6609	A	A	RA				
33	Proj 100394 WD 9229-031	PG&E	8.6 - 9.2	South SF, Poletti Way		✓		115KV OH Conductor/Replace Insulator	O	O	O	O	W	O		0800-1700			✓		Track & Time b/w trains. Contact Persons: Todd Olsen (920) 579-5159/ Gordea Alexa (916) 760 - 5738	A	A	RA				