



Electric Operations Hand off Form

PROJECT INFORMATION					
MGE Job #		PG&E PM #		Schedule Date	
MGE Foreman			Field Engineer		
Applicant Name					
Job Address					
Contact Phone #			Homeowner Contact #		
USA Ticket #			Start Date:	End Date:	
GPS Coordinates Latitude:			Longitude:		
Truck/Equipment Accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Civil Support		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street/Traffic Lights Impacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Traffic Control Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	No Parking Signs		<input type="checkbox"/> Yes <input type="checkbox"/> No
# of Flaggers			Customers Notified		<input type="checkbox"/> Yes <input type="checkbox"/> No
Tree Trimming	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Completed on:		
Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Called-In on:		
Scope of Work:					
CLEARANCE					
Inspector Name and LanID			Switch Log Number		
Switch Log Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Switch Log Physical Copy with Crew	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Switching Time:		
Clearance Time	Start:		End:		
Clearance Limit Verified w/ Pictures	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Grounding Locations Verified w/ Picture	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Energized Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Line Clearance					
MATERIAL & EQUIPMENT					
Material Lead to Verify Availability <input type="checkbox"/> Switch Interrupter <input type="checkbox"/> Transformer <input type="checkbox"/> Switch <input type="checkbox"/> Pole					
Size/Type					
Material Issues:					
Pre-Check Completed by					
Pre-Check Hazards Identified:					
Backyard Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Crane	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Big Digger	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Big Bucket	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spider Excavator	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Track Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Civil Assist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Task:		

