

WATER AND SEWER UTILITIES

WORK ORDER AND CONTINUING PROPERTY
RECORD SYSTEM

for

Class A, B and C Utilities

State of New Hampshire
Public Utilities Commission
Concord, New Hampshire

WORK ORDER SYSTEM

The Uniform System of Accounts for Water and Sewer Utilities requires that all Class A, B and C utilities shall keep details supporting entries to the Continuing Property Record by means of a Work Order System.

A work order is an authorization to perform work on utility plant assets. Each completed work order shall 1) indicate the exact location of the work performed, 2) indicate whether the work is new construction, replacement construction, or retirement of utility plant, and 3) give a detailed description of the property to be constructed, moved, removed, demolished or abandoned.

In addition, the work order shall make provision for recording all the elements of expense included in the cost of performing a job, i.e., the cost of materials, labor, equipment use, and overhead. In discussing the use of work orders, a distinction must be made between three types of jobs:

Heavy construction jobs which require a relatively long time for completion and require a considerable amount of capital expenditure, i.e., laying mains and constructing reservoirs.

Light construction jobs such as installing service connections.

Maintenance work, such as repair and upkeep of reservoirs or distribution equipment.

While the procedures for accumulating cost data are not materially different in each case, there are certain variations in procedures for accumulating costs in heavy construction jobs which make it advisable to distinguish these jobs apart from the others.

Some variations will be found with respect to recording information on work orders. In some cases, the cost of materials will not be recorded until the job is completed. In this event, the foreman will submit a report of materials used. After this, the materials will be priced and entered on the work order. Another variation may occur with reference to the recording of the location of gates, etc.

Field labor reports, reports of equipment used, material reports, and invoices are the fundamental documents from which both the cost and units of work are derived.

A diagram is attached that explains the steps necessary to complete a work order. Also attached is an example of a suggested work order. Additional information on the work order system will be found in the Uniform System of Accounts for Water Utilities on page 37 as well as page 37 of the Uniform System of Accounts for Sewer Utilities.

