

Navarro County Electric Cooperative, Inc.  
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## JOB SCHEDULING PROCEDURES

Your meter pole / loop must be up and inspected by one of the Cooperative staking technicians. You will need to contact us when you are ready for an inspection.

If your meter pole / loop fails for any reason we will leave a red card with instructions on what you will need to do to bring your meter pole / loop up to specifications. Once you have made the corrections you will need to contact us for a re-inspection.

**ALL** required right-of way clearing will be completed and inspected **in advance** of scheduling.

**ALL** utility locates completed. (*48 hr. legal notification allowance.*)

**ALL** estimates have to be paid **in advance** of scheduling.

Membership, connect fee's, deposits or letters of credit must be received **in advance** of scheduling.

**ALL** paperwork (easements, questionnaires, applications etc.) must be in the office. ***IF REQUIRED a 911 address will be needed to complete your paperwork.***

\*\*\*\*\*PLEASE READ\*\*\*\*\*

**At the time all of the above has been completed, your work order will be placed on the construction schedule. From that date it takes approximately **2 – 3 work weeks** for construction / retirement when poles or underground primary / secondary lines are involved. It will take approximately **3 – 5 workdays** for overhead service drops.**

**ALL of the above time schedules are dependent upon weather and ground conditions.**

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Your work order will be voided after **90 days** if there is no activity and all fees will be returned. To reopen a work order, new paperwork will need to be filled out and all fees paid again.