The purpose of this guideline is to provide general scope of work requirements when overtime inspections are requested, and to outline some of the reasons and conditions for such work.

**Customers:**

Reasons for overtime (OT) work:
- Not being permitted to restrict sidewalks or street travel lanes per the city of Phoenix Traffic Barricade Manual (TBM).

  Note: Appeals to the TBM requirements may be made through the traffic operations inspector or by calling (602) 262-6235.

- Performing water main shut downs near businesses such as hospitals or industrial operations that cannot be without service during normal business hours.
- The contractor finds it more cost effective to extend the work day or work at night or weekends in order to complete a project sooner or to minimize the number of work days in the public right of way (ROW).

**Guidelines:**

- The cost for extension of the work day OT is 2 hours minimum, and scheduled inspections in the evening or weekends are 3 hours minimum per City Code Chapter 9, Appendix A.2.
- Working all night will often require an inspector shift change during the work.
- An inspector’s presence is required for all work in ROW. Periodic approval of work may be needed in order to progress to the next step in the same shift. Also, if an accident were to occur, whether traffic related, broken utility line or other construction related item, having city staff present will ensure immediate contact with proper authorities for efficient remedy and provide witness and proper authorization for activities in ROW.

**Inspectors:**

OT work is often the only time the contractor is allowed to perform their work. Inspectors should devote full attention to the job progress. Efficient use of time is a common goal and extra effort to obtain forward progress should be applied where possible. If a change from the approved plan, specification or detail is requested by the contractor, and the inspector believes it is likely to be approved, then approval to proceed at their risk may be supplied in writing, but is still at the contractor’s risk. Other times, inspectors may not be able to allow continuation until a correction is made, an engineering design has been clarified, or proper safety equipment has been obtained.