

SUBMISSION REQUIREMENTS FOR URGENT REPAIR WORKS AND MINOR WATER SERVICE INSTALLATION (WSI) WORKS

Scope of Urgent Repair Works and Minor WSI Works:

S/N	Categories	Definition
1	Urgent Repair Works	<p>Urgent repair works are for defective pipes and fittings inside premises only. It does not mean extension or addition of extra fittings to existing water service installation</p> <p>Generally, it shall cover the following:</p> <ul style="list-style-type: none"> • Repair pipe leaks and fittings. • Repair water tank parts, pipes and fittings. • Water heater leaking/ replacement.
2	Minor Water Service Installation (WSI) Works	<p>The selected minor WSI works are as follows:</p> <ul style="list-style-type: none"> • Adding new tap points whereby there is already an existing piping network in the premises; • Laying new water pipes to draw hot water from an existing storage water heater; • Re-routing existing water pipes due to obstructions such as washing machine, etc; • Altering a water point for a washing machine or a dishwasher to the correct position of the appliance's inlet; and • Re-locating an existing storage water heater.

Required documents for Urgent Repair Works and Minor WSI Works Submissions:

	Type of Works	Required Attachment
Urgent Repair		
1	Repair pipe leaks and fitting	<ul style="list-style-type: none"> • Cover Letter • Photographs of before and after. • Relevant schematics and technical drawings.
2	Repair water tank parts, pipes and fittings	<ul style="list-style-type: none"> • Cover Letter • Photographs of before and after. • Relevant schematics and technical drawings.
3	Water heater replacement/ leaking	<ul style="list-style-type: none"> • Cover Letter • Photographs of before and after. • Relevant schematics and technical drawings. • LP Declaration on Effective Backflow or Back-Siphonage Prevention.
MINOR WATER SERVICE INSTALLATION (WSI) WORKS		
4	Minor WSI Works	<ul style="list-style-type: none"> • Cover Letter • Photographs of before and after. • Relevant Schematics and technical drawings.

Good Practice Guide for Photographs

- Capture clear, well-lit images from different angles of the damaged or defective areas, focusing on the specific points before any repair work begins.
- Maintain consistency in the framing and orientation of the photographs to facilitate comparison of before and after work completion.
- Mark up defective parts and parts to be replaced in red and provide label remarks on the photographs with relevant details.

Photograph Attachment Guide Template

Project Title:

Description of the work and action taken:

Remarks, if any:



LP endorsement and Date



Photographs Before



Photographs After

Schematic Attachment Guide Template

Project Title:

Description of the work and action taken:

Remarks, if any:



LP endorsement and Date

*Include LP Declaration for Water Heater Fittings, if there is Water Storage Heater Installation.

Sample: Photograph Attachment Guide Template

Project Title: Replacement of Water Heater

Description of the work and action taken: The works involved in replacing a water heater includes disconnecting the old unit, installing the new heater, and ensuring proper connections and functionality as per manufacturer and regulatory requirements.

Remarks, if any: Completed on 9 August 2024.



LP endorsement and Date



Photographs Before



Photographs After

Sample: Schematic Attachment Guide Template

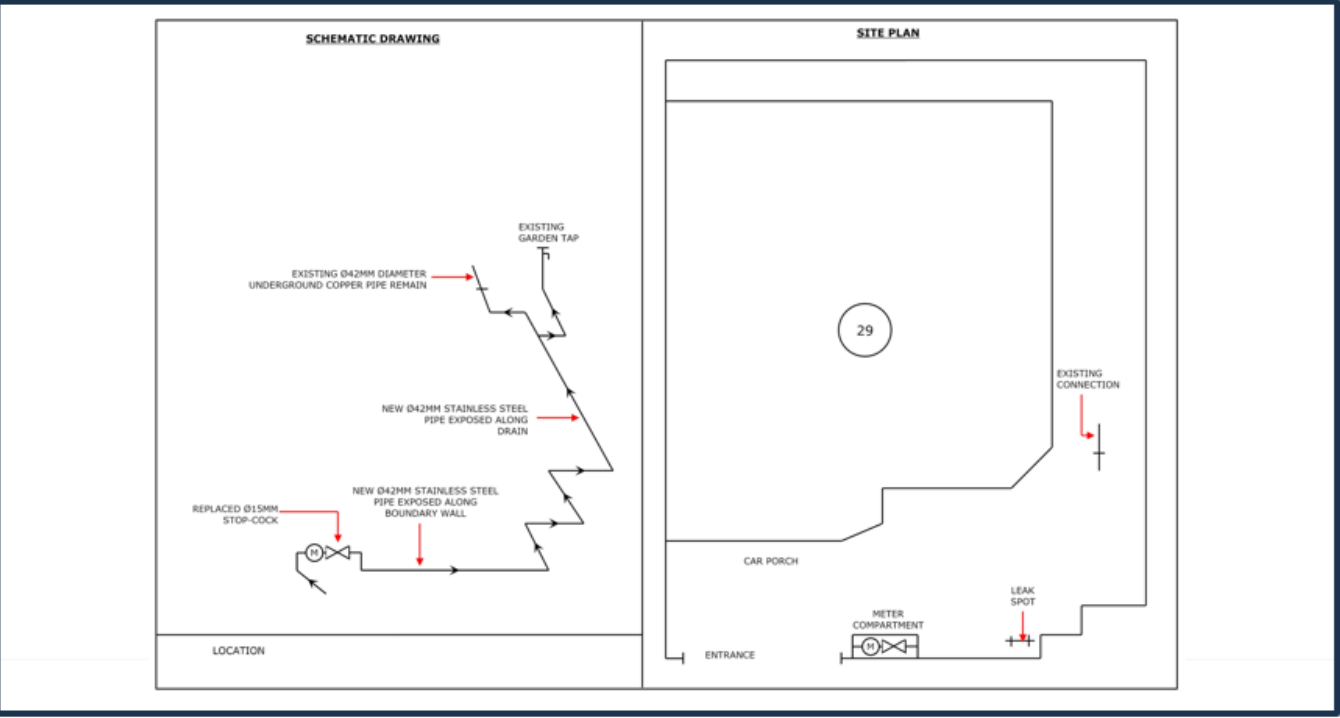
Project Title: **Replace corroded and leaking pipe**

Description of the work and action taken: **The work involved in repairing a pipe includes locating the corroded and damaged section, assessing the extent of the damage, and implementing the necessary repairs to restore functionality.**

Results and remarks, if any: **Completed on 9 August 2024.**



LP endorsement and Date



***Include LP Declaration for Water Heater Fittings, if there is Water Storage Heater Installation.**