

# Completing the High Load Move Request Form (Schedule A)

Use this guide to help you complete the High Load Move Request form (Schedule A). **Note:** Also use this form to submit a change or cancellation request for your move.

## Completing the Form

The HLM Request (Schedule A) form has several required areas that must be completed before a request can be processed.

The form is a Microsoft Excel file, which can be printed and saved. **Note:** Many fields on the form have drop-down menus. If you are printing the form, fill out the form before you print to ensure you can select the choices from the drop-down menus.

### 1. Complete the form.

Click the drop-down menus to select the appropriate choices. You will not be able to type or edit the information in these fields.

Certain fields require you to enter information in the correct format (contact numbers require the area code. See the fields highlighted in orange).

- α. If a move takes place over multiple days, note the resting points for each night.

### 2. Send the form to the High Load Move Representatives via email at [electrichighloadmoves@atcoelectric.com](mailto:electrichighloadmoves@atcoelectric.com).

If you do not have access to email, please fax the form to 1-855-508-4822.

## Processing the Form

When the HLM Representatives receive your completed form, they will

**ATCO Electric**

**Schedule "A"**  
Notice of Intended High Load Move

ATCO Electric Project # \_\_\_\_\_

ATCO Electric High Load Dept.: 1-855-277-1670  
 ATCO Electric Email: [electrichighloadmoves@atcoelectric.com](mailto:electrichighloadmoves@atcoelectric.com)  
 ATCO Electric Fax #: 1-855-508-4822

Customer/Trucking Company Name: \_\_\_\_\_

Phone: XXXXXXXXXX Fax: XXXXXXXXXX

Email: \_\_\_\_\_

Customer/Trucking Company Billing Address: \_\_\_\_\_

Is this a Cancel Request? [ ] Is this a Revision? [ ]

What is being Revised? [ ] Define Other: \_\_\_\_\_

Trucking Company Employee/Agent Present at High Load Move - Name: \_\_\_\_\_

Trucking Company Employee/Agent Present at High Load Move - Phone #: \_\_\_\_\_

Trucking Company PO#: \_\_\_\_\_ Truck #: \_\_\_\_\_

# of Loads: [ ]

Start Location of Move: \_\_\_\_\_

Intended Start Date of Move: \_\_\_\_\_

Intended Start Time of Move: \_\_\_\_\_

Intended Finish Date of Move: \_\_\_\_\_

Destination of Load(s) eg LSD: \_\_\_\_\_

Height of High Load(s): [ ] Width of High Load(s): [ ]

Description of Load(s): \_\_\_\_\_

Intended Route(Include Resting points if required): \_\_\_\_\_

Comments: \_\_\_\_\_

Dated at the Town/City of \_\_\_\_\_ in the Province of Alberta this \_\_\_\_\_ (Choose Day)

day of [ ] [ ] [ ]

Per: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Title: \_\_\_\_\_

**For ATCO Electric HLM Group Use Only**

Receipt of this Notice of Intended High Load Move is hereby acknowledged by ATCO Electric on this \_\_\_\_\_ (Choose Day) of \_\_\_\_\_ (Choose Month) \_\_\_\_\_ (Choose Year)

Per: \_\_\_\_\_

ATCO Electric Name: \_\_\_\_\_

Title: \_\_\_\_\_

provide you with an ATCO Electric Project number. Use this number to apply for the required permit(s) from Alberta Transportation.

### Making Revisions

If you need to make a revision to your request, follow the instructions below.

1. Retrieve your copy of the original request form that you filled out and sent to the HLM Representatives.
2. In the "Is this a Revision" section, select "YES."
3. In the "What is being Revised" section, select the appropriate cause.
4. Record all necessary information in the fields.
5. In the "Comments" section, indicate why the request is being revised and any necessary information pertaining to the request.
6. Send your original Schedule A form to the High Load Move Representatives.

### Cancelling Requests

If you need to cancel a request for a High Load Move, follow the instructions below.

1. In the "Is this a Cancel Request" drop-down menu, select "YES."
2. In the "Comments" section, indicate why the request is being cancelled and any necessary information pertaining to the request.
3. Send your original Schedule A form to the High Load Move Representatives.



## Schedule "A"

### Notice of Intended High Load Move

ATCO Electric Project # \_\_\_\_\_

ATCO Electric High Load Dept.: 1-855-277-1670  
 ATCO Electric Email: [electrichighloadmoves@atcoelectric.com](mailto:electrichighloadmoves@atcoelectric.com)  
 ATCO Electric Fax #: 1-855-508-4822

Customer/Trucking Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Customer/Trucking Company Billing Address: \_\_\_\_\_

**this a Cancel Request?** YES **Is this a Revision?** YES

**What is being Revised?** DATE Define Other: \_\_\_\_\_  
ROUTE  
HEIGHT  
MOVER  
OTHER

Trucking Company PO#: 298 Truck #: \_\_\_\_\_  
 # of Loads: \_\_\_\_\_

Start Location of Move: \_\_\_\_\_  
 Intended Start Date of Move: January 13, 2013  
 Intended Start Time of Move: \_\_\_\_\_  
 Intended Finish Date of Move: \_\_\_\_\_  
 Destination of Load(s) eg LSD: \_\_\_\_\_

Height of High Load(s): \_\_\_\_\_ Width of High Load(s): \_\_\_\_\_  
 Description of Load(s): \_\_\_\_\_  
 Intended Route(Include Resting points if required): \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_ at the Town/City of \_\_\_\_\_ in the Province of Alberta this \_\_\_\_\_ (Choose Day)  
 day of \_\_\_\_\_ (Choose Month) \_\_\_\_\_ (Choose Year)

Per: \_\_\_\_\_ Customer Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**For ATCO Electric HLM Group Use Only**  
 Receipt of this **Notice of Intended High Load Move** is hereby acknowledged by ATCO Electric on this  
 \_\_\_\_\_ (Choose Day) of \_\_\_\_\_ (Choose Month) \_\_\_\_\_ (Choose Year)

Per: \_\_\_\_\_ ATCO Electric Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**When emailing your cancel or revision requests, in the subject line of the email write: "Revision Request" or "Cancel Request" and your ATCO Electric Project #.**

## Receiving Confirmation

- When your request has been approved, the High Load Move Representatives will send you the Schedule B form, which outlines the requirements and services for your move.
- When you receive Schedule B, all the information in the top portion of the form will be filled out with the approved information. The next portions of the form show the requirements for the move and the actions ATCO Electric's Power Line Technicians will take in the event of an emergency.
- The final section of Schedule B provides the contact information, actions required, and maximum heights for each of ATCO Electric's Service Points that the load will move through. The information in this section is provided by the Service Points.

Schedule "B"			
ATCO Electric Requirements and Services for High Load Move			
ATCO Electric Project #			D123456
ATCO Electric High Load Dept.: 1-855-277-1670			
ATCO Electric Email: electrichighloadmoves@atcoelectric.com			
ATCO Electric Fax #: 1-855-508-4822			
ATCO Electric Escort Required?	YES		
Trucking Company Name:	ABC Mover		
Trucking Company PO#:	0	Truck #:	T603
Approved Start Date(s) of Move(s):	15-Dec-14	Confirmed Height:	H - 8.53 metres
Approved Start Time(s) of Move(s):	8:30 AM	Confirmed Width:	W - 7.32 metres or Greater
# of Moves:	1		
ATCO Electric Approved Route:			
ATCO Electric Requirements for Unescorted High Load Move			
will be entering these service area(s).			
hours prior to the move to confirm travel arrangements.			
Load department toll free: 1-855-277-1670 to notify of intended travel through ATCO Electric service area.			
<ul style="list-style-type: none"> <li>The load is not to leave the ATCO Electric approved route (as provided in this document).</li> <li>The load is not to stop under any power lines for any reason.</li> <li>If anything regarding power lines looks questionable, please notify ATCO Electric High Load Representative @ 1-contact the ATCO Electric HLM dept (1-855-277-1670) if arrival at measure/escort location will be delayed for any</li> </ul>			
EMERGENCY PROCEDURES			
<b>IF THE LOAD SHOULD COME IN CONTACT WITH A POWER LINE:</b>			
the vehicle.			
<ul style="list-style-type: none"> <li>If the vehicle is on fire, exit by jumping well clear of the vehicle and then walking, taking short shuffling steps away</li> <li>Do not allow anyone to approach any part of the vehicle (including trailer and load).</li> <li>Contact ATCO Electric 24 HOUR emergency number: 1-800-668-5506</li> </ul>			
SERVICE POINT	ACTION REQUIRED?	MAX HEIGHT FOR	LOAD TO STOP AT:
335 - FOX CREEK Ph#: 780-xxx-xxxx	MEASURE ONLY	9.3 M	wide spot hwy# 43 across from Pembina Pipeline terminal for measure.
334 - VALLEYVIEW Ph#: 780-xxx-xxxx	UNESCORTED	9.2 M	Clear to proceed UNESCORTED on HLC
319 - GRANDE PRAIRIE RL Ph#: 780-xxx-xxxx	MEASURE & ESCORT	8.53M	Escort hwy 43 west from RR71 and north hwy 724. Outages required.
311 - GRANDE PRAIRIE Ph#: 780-xxx-xxxx	MEASURE & ESCORT	8.5 M	Measure and escort load. Outages required. Dec 9th JB
313 - BEAVERLODGE Ph#: 780-xxx-xxxx	MEASURE & ESCORT	5.5 M	Measure, Tailboard and escort through lines. Outages required
0	0	0	0
Ph#:	0	0	0

## For More Information

- For more information about filling out your Schedule A High Load Move Request form or about any part of ATCO Electric's High Load Move process, please contact the High Load Move Representatives at:

Phone: 1-855-277-1670

Email:

[electrichighloadmoves@atcoelectric.com](mailto:electrichighloadmoves@atcoelectric.com)

Fax: 1-855-508-4822