

READING BLUE MOUNTAIN & NORTHERN RAILROAD
PO Box 218 1 Railroad Blvd, Port Clinton, PA 19549
Phone 610-562-2902 Fax 610-562-5379

PROCEDURE FOR REQUESTING INSPECTORS ON RAILROAD PROPERTY

- Contractor or other persons requesting access to Railroad property must have a qualified Railroad Inspector with them 100% of the time they are occupying Railroad property.
- Contractor submits a request for an Inspector. The Inspector Request Form #R166 which must be filled out in detail by Contractor may be obtained from the web site. Contractor will send a detailed letter explaining why they need to be on Railroad property. Request must be very detailed including number of days and hours each day the contractor will be occupying the railroad, exact location of occupation by M.P. (if known).

NOTE: If the project involves boring under the railroad, the Contractor will be required to request an Inspector for **NO LESS THAN 5 DAYS**. Unused days will be reimbursed upon completion of the job.

- Inspector hours begin when the Inspector leaves the Port Clinton Headquarters and end when the Inspector returns to the Port Clinton Headquarters.
- Upon receipt of the Request, an invoice will be prepared and sent to the Contractor for the indicated days on the request. Contractor will return the invoice with payment. **PAYMENT MUST BE RECEIVED A MINIMUM OF 14 BUSINESS DAYS PRIOR TO FIRST DAY INSPECTOR IS REQUIRED.**
- After check is received, an Inspector will be scheduled. Contractor may not occupy Railroad property until they receive Form # R0118 Confirmation Of Inspector. Once Contractor receives Confirmation Of Inspector Form they will know that all approvals have been granted and they can count on beginning work with a Railroad approved Inspector on the day stated on the Confirmation Form.

INSPECTOR FEES: Minimum charge \$750.00 per day IN ADVANCE
8 Hour Day \$750.00 per day IN ADVANCE
Every hour over 8 hours..... \$140.63 per hour IN ADVANCE
BILLED IN 1 HOUR INCREMENTS.

EVENING WORK (5:00 PM – 6:00AM) - Emergency Rates apply **WEEKEND WORK - Rates are doubled**

EMERGENCY INSPECTOR FEE: \$1,125.00 per eight hours. Every hour over 8 hours: \$215.00 per hour
This fee will be charged for the request of an inspector with less than two weeks notice.
Inspector is not guaranteed without two weeks advance notice.

- **The Contractor is responsible to contact the assigned Inspector and the Real Estate Office NO LESS THAN 2 hours prior to start time if for any reason the job must be cancelled on that day. FAILURE TO CONTACT THE REAL ESTATE OFFICE WILL RESULT IN FORFEITURE OF PAYMENT FOR THAT DAY.**
- The Contractor by requesting an Inspector **AGREES** to abide by the rules and policies of the Railroad. The Inspector controls the work site. The Contractor will work within the hours stated on the Confirmation Of Inspector form and will leave the work site on time. The Inspector may not work beyond the times or hours stated on the already approved Confirmation Of Inspector form.
- **ANYTIME AN UNUSUAL OCCURRENCE OR SAFETY RISK OCCURS ON A PROJECT ALL WORK STOPS IMMEDIATELY UNTIL A REPORT AND INVESTIGATION IS COMPLETED. RAILROAD MANAGEMENT WILL ADVISE IF AND WHEN WORK CAN RESUME**
- It is Railroad policy to treat any unauthorized entry onto Railroad property as a trespass, so persons are warned not to be present on Railroad property unless accompanied by Inspector.