

## PROCEDURE

Effective Date: June 13, 2006

Approved By: Assistant Director for Operations

Reference: POL 5750.07

### **PRO-5750.07A      LOCATING UNDERGROUND UTILITIES FOR PW PROJECTS**

Action by:Action:

PW Contractor

1. **Calls** the Underground Utility Locate Center (UULC) at 1-800-424-5555, **requests** utilities locate, and **provides** information about the project, i.e. location, depth of hole, project start date, etc.
2. **Requests** the UULC to add the PW number on the "Remarks" line of the request
3. **Notifies** the PW Project Manager of the request

UULC

4. If non-emergency, **sends** a Locate Request fax to the FM Grounds Supervisor within 24 hours of request
  - 4a. If emergency, **calls** either the Grounds Supervisor or the Work Control Center (WCC), and as follow-up **sends** a Locate Request fax to the FM Grounds Supervisor, via WCC.
5. **Distributes**, via Work Control Center, a daily report of faxes that had been sent

PW Project Manager

6. **Issues** a "T" request to the Work Control Center for the locate work, where it will be given a "T" number and sent to the Grounds Supervisor, Electrical Supervisor and Plumbing Supervisor for distribution to the shops along with a UULC Locate Request form

FM Grounds Supervisor

7. Within 48 hours of initial request, **determines** if university responsible utilities are likely to be in the near vicinity of the excavation, and
  - 7a. If utilities are in vicinity, **arranges** with Electrical and/or Plumbing shop supervisors and Irrigation Worker to perform utility locate as appropriate, and **distributes** copies of UULC Locate Request form

### FACILITIES MANAGEMENT

## PROCEDURE

Action by:

Action:

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|---------------------|--|
| FM Locate Personnel | <p>7b. If no utilities are in vicinity, <b>takes</b> no action to dispatch personnel and <b>files</b> UULC Locate Request form</p> <p>8. Within 48 hours of initial request, <b>performs</b> utilities locate and <b>marks</b> ground according to International Color Code</p> <p>9. <b>Photographs</b> locate marks with digital camera and <b>files</b> images in electronic folder according to UULC Locate Request form number</p> <p>10. <b>Records</b> time spent using assigned "T" number</p> <p>11. <b>Signs, dates</b> and <b>returns</b> the UULC Locate Request form to the Grounds Manager within a reasonable amount of time.</p> |
| Grounds Supervisor  | <p>12. <b>Files</b> the UULC Locate Request form</p>   |