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
PROCEDURE

Action by: FACILITIES MANAGEMENT

Action:

7b. If no utilities are in vicinity, takes no action to dispatch personnel and files UULC Locate Request form

FM Locate Personnel

8. Within 48 hours of initial request, performs utilities locate and marks ground according to International Color Code

9. Photographs locate marks with digital camera and files images in electronic folder according to UULC Locate Request form number

10. Records time spent using assigned “T” number

11. Signs, dates and returns the UULC Locate Request form to the Grounds Manager within a reasonable amount of time.

Grounds Supervisor

12. Files the UULC Locate Request form