

## PROCEDURE

Effective Date: DRAFT June 13, 2006

Approved By: Assistant Director for Operations

Reference POL 5750.07

### **PRO-5750.07B      LOCATING UNDERGROUND UTILITIES FOR SELF-SUSTAINING PROJECTS**

Action by:Action:

FM Project Manager

1. **Informs, by email**, FM Grounds Supervisor of need for utilities locate, and **provides** information about the project, i.e. work request "P" number, location, depth of hole, project start date, etc.

FM Grounds Supervisor

2. Within 48 hours of initial request, **determines** if university responsible utilities or other non-university utilities are likely to be in the near vicinity of the excavation, and
  - 2a. If university utilities are in vicinity, **arranges** with Electrical and/or Plumbing shop supervisors and Irrigation Worker to perform utility locate as appropriate
  - 2b. If non-university utilities are in vicinity, **calls** the Underground Utility Locate Center (UULC) at 1-800-424-5555, and **requests** utilities locate
  - 2c. If no utilities are in vicinity, **takes** no action to dispatch

FM Locate Personnel

3. Within 48 hours of initial request, **performs** utilities locate and **marks** ground according to International Color Code
4. **Photographs** locate marks with digital camera and **files** images in electronic folder according to "P" number
5. **Records** time spent using assigned "P" number