


<b>POLICY:</b> REQUESTS FOR BURIED SERVICE LOCATES			<b>NUMBER:</b> WP-26
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<b>PREPARED BY:</b> Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Lynn Logan	<b>CLASSIFICATION:</b> Work Procedure	<b>EFFECTIVE:</b> July 1, 2015
			<b>SUPERSEDES:</b> October 15, 1994

**POLICY: -- CALL BEFORE DIGGING --**

Locates must be done before **anyone** conducts **any type** of below-ground activity, which includes digging post holes and inserting tent pegs. To protect essential services and to prevent injury, underground services must be located and clearly marked by Facilities Management Tradespeople or Communications Technicians prior to digging or tunnelling. Off-campus utilities must also be contacted by the Project Co-ordinator to safeguard their services (London Hydro, Union Gas, Cable TV, Bell Canada, Ontario 1, ITS). If the digging/tunnelling is to be done close to trees, the Manager of Landscape Services must be informed.

**PROCEDURE:**

Project Co-ordinators/Sponsors or the Reservations Office will provide Client Services with the following information at least 7 days before the service locates are required:

- Area sketch showing locates (see Annex `A`);
- Name of the on-site contact;
- Precise location of where to meet the contact;
- Date/time of when to meet the contact;
- Project Co-ordinator's telephone extension and name;
- Project Number or Work Order Number.

Project Co-ordinators will contact Ontario 1 at 1-800-400-2255.

The Project Co-ordinator will raise "R1" Work Orders for the Electrical, Plumber, Steamfitter and Power Plant Trades group by at least the Wednesday prior to the locates. In congested areas, a minimum of 7 working days notice prior to the locates is required due to the need to initiate Service Interruptions. Project Co-ordinator will inform the Telecommunications Technical support group at least 72 hours in advance of the locate date.

Each Work Order will have a copy of the area sketch attached to it.

Trades Managers or designates, upon receipt of the Work Order, will check the location of the underground services for which they have drawings against the area sketch. They will proceed to the site at the arranged date/time to verify the location of their services and to mark the same on the ground. As service locates are critical to the start of many jobs on campus, these "3 D" Work Orders **must** be acted upon. Communication with the Project Coordinators is necessary.

**GENERAL NOTE:**

Emergency Service Locates can be arranged by telephoning directly to Client Services (Extension 83304) and by providing the same information (without the sketch) as indicated above.

**Note:** Emergency means totally unforeseen, not lack of planning.

