STANDARD OPERATING PROCEDURE # FDO 3.011

Subject: UWF Dig Procedures

Purpose and Scope: To establish a method of ease for all parties (to include the Project Manager (P.M.), the contractor, and the Design & Survey Records team) in locating existing piping and documentation of the locations and as-built information. Dig procedures involve new utility installations as well as maintenance projects. Project Managers will coordinate all digs with Facilities Development & Operations using the procedures below.

Procedures:

1. After a project is identified and a date set for installation of utilities, the contractor will put in a work order request for Facilities Development & Operations to locate the utilities in the area.

2. The Sunshine Utility Locating Service at 1-800-432-4770 will assist to locate any Bellsouth existing lines. UWF Utilities staff will flag hot/chill water lines, potable water, sanitary sewer, and storm lines. IT staff will flag communications lines. UWF Maintenance staff will flag high and low voltage electrical gas, and irrigation lines.

3. The contractor or project manager can request utilities drawing from the UWF Design and Survey Records office. The drawings designate approximate locations of existing utilities in “dashed lines” and GIS located utilities in solid lines.

4. As a secondary reference, the Design and Survey Records office will maintain a drawing flat file of utilities within the Facilities Archives.

Note: Given the information above, it is stated within the general conditions that the contractor is liable for repairing (as well as obtaining a permit) utilities damaged during construction. The P.M. will remind the contractor before beginning the project. As part of the “Pre – Construction” (FDO 3.007)

5. Before utilities are covered, the contractor and/or the project manager will be responsible for calling for inspections and the Design & Survey Records office for documentation with the GPS unit.

Developed by: Facilities Planning, Maintenance & Construction

Approved by:

Mel Manor
Assistant Director
Facilities Planning, Maintenance & Construction

Vacant
Director
Utilities, Energy & Sustainability

Dr. James Barnett
Associate Vice President
Facilities Development & Operations

Karon Pursell
Manager
Design & Survey Records