



**UNIVERSITY OF WEST FLORIDA**

**Pensacola, FL 32514-5750**

**Facilities Management**

**Effective February 26, 2004, Revised September 1, 2020**

**Reviewed: July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 3.012**

### **Subject: Document Procedure to Identify Underground Utilities for Construction Projects**

**Purpose and Scope:** Define a procedure to be used before any construction that disturbs the ground on the UWF campus to locate underground utilities.

Reference Chapter 556 of the Florida Statutes Underground Facility Damage Prevention and Safety Act.

**Policy:** On the UWF campus, there are several types of underground utilities including potable water, irrigation lines, sanitary sewers, electric cables at various voltages, internal communication lines, telephone company lines, cable television, chilled water, and heating water.

To minimize the risk of an accidental cutting of a utility line, the following items must be done. All terms used in this procedure are defined the way they are defined in the Florida Statutes.

All design firms are to have all underground utilities marked on the construction drawings.

Before any digging is done, the excavator shall notify the Free Access Notification System to identify all underground utilities that they mark. Notification must be between 2 and 5 working days from when excavation is to begin and the area to be excavated needs to be marked on the ground with white paint or a drawing provided showing the area to be marked.

**Also, before any digging is done, the excavator shall notify the UWF Work Control Center@ (850) 857-6000 who will arrange to mark UWF-owned utilities. Notification must be between 2 and 5 working days from when excavation is to begin and the area to be excavated needs to be marked on the ground with white paint or a drawing provided showing the area to be marked.**

UWF Work Control Center will issue work requests to Maintenance, Utilities, and Buildings & Grounds Management to provide the marking of underground utilities noting the 48-hour deadline. UWF Work Control Center will also issue a work request to Information Technology Services/Telecommunications to provide for marking of underground utilities noting the 48-hour deadline. All such work orders shall be tied to a project called Utility Stakeouts to allow total costs to be identified for this procedure.



UWF Maintenance and Utility Operations will mark UWF utilities. If any underground utilities are exposed the UWF project manager will contact Design and Survey Records ext 2760 to request that the exposed line be located using GPS and then identified on campus documentation. If any underground utilities are cut the excavator must immediately notify the UWF Work Control Center at 857-6000.

This internal procedure needs to be referenced on all construction contracts, **but it does not preclude the contractor's responsibilities to follow the "Building Design and Construction Standards"**.

Each stakeout work order issued by Work Control Center will have an electronic stakeout form attached.

**Developed by: Facilities Planning & Construction**

**Approved by:**

DocuSigned by:  
*James Manor*  
951BE17225F94BE...  
James Manor  
Executive Director  
Facilities Management

DocuSigned by:  
*Christopher Martin*  
D5F9973754834E8...  
Christopher Martin  
Assistant Vice President  
Facilities Management



## UWF UTILITY STAKEOUT FORM

Location:	Date Requested:
Excavator:	Date Completed:

Utility Marked	Employee	Date Marked	Degree of Certainty
Electric			
Gas			
Irrigation			
Sewer (Sanitary)			
Sewer (Storm)			
Telecommunications			
Water (Chilled)			
Water (Domestic)			
Water (Hot)			