Purpose
To outline the process by which site service locates shall be obtained for the purpose of protecting all persons against inadvertently hitting or severing any of the University’s main campus underground site service utilities, which could result in personal injury and/or costly property loss.

Definitions
Soft Landscaping: For the purpose of this document soft landscaping refers to the planting of vegetation in ground areas which do not have existing plantings such as a tree, shrub or flower bed.

Scope
When digging or when installing stakes or poles deeper than 6" (inches) or 0.15 metres for the temporary installation of signage or tents or for soft landscaping purposes.  
Note: This procedure does not apply to site service locates required prior to excavations required to perform maintenance, repairs or construction work on the University’s main campus.

As per 1.2.44 – Processing Site Service Locate Requests When the University has the Role of Constructor, responsible project staff within Design, Engineering and Construction will remind contractors that site service locates are to be obtained prior to excavations during pre-construction meetings.

Procedure
Site service locates shall be arranged through and verified as complete by Physical Resources prior to holes being dug or stakes or poles being installed deeper than 6" (inches) or 0.15 metres anywhere on the main campus for the temporary setup of signage or tents or for the purpose of soft landscaping.

1. Scheduling a Site Service Locate
Site service locate requests shall be submitted at least 5 business days in advance of the date they are required, unless it is for an emergency locate resulting from a broken or damaged utility.

2. Arranging for a Site Service Locate
Site service locate requests shall be initiated using the Physical Resources Work Order Desk at extension 53854. The requester will be asked to provide the following information regarding their request:
   a. Requesters information including: name, department name and contact information
   b. Description of work/excavation, stake or pole installation requirements
   c. Location of excavation
   d. Depth of excavation or installations
   e. Departmental coding (to charge locate request against)

The work order will be tracked under the Megamation trade (work group) code DECLOC.

3. Verification to Proceed
The requester and/or external service provider shall not dig holes or install stakes or poles until receiving a completed and signed copy of a Site Service Locate Request Form from Physical Resources. The Form may stipulate conditions which may alter digging, installation or setup plans.