Subject: Processing Site Service Locate Requests When the University has the Role of Constructor

Purpose
To outline the method by which requests for locates shall be processed when the University has the role of the constructor or employer.

Scope
All landscaping related digging, stake or pole installations, maintenance, repair and construction related excavations deeper than 6” (inches) or 0.15 metres where the University is the constructor or employer. Design, Engineering and Construction does not coordinate locates required within in a hoarded construction site where the contractor is the constructor. Therefore locates required within a construction site are the responsibility of the contractor using an external locating service.

Definitions
Responsible Coordinator: For the purpose of this document the responsible coordinator refers to the person within the Physical Resources, Design, Engineering and Construction department designated to process and coordinate all requests for site service locates when the University is the constructor or employer.

Procedure
Also refer to Physical Resources standard operating procedure 1.2.30 – Obtaining Site Service Locates for Temporary Outdoor Installations and Soft Landscaping regarding the process by which requesters shall initiate site service locates.

1. Locate requests received by Physical Resources Work Order Desk personnel shall be entered into trade PECLOC and forwarded to the responsible coordinator.

2. The responsible coordinator will fill in and distribute a University of Guelph Site Service Locate Request Form (see attached) based on the information provided from the Work Order Desk. Note: Other external service agencies may have utilities crossing through areas of the main campus in which work has been requested. Therefore, the responsible coordinator shall contact all additional service agencies affected and ensure they complete locates on their respective utilities. For example, Union Gas, City of Guelph Water Department and others have utilities crossing through the main campus.

3. The responsible coordinator will attach site service drawings for the area for which locates are requested to the completed Site Service Locate Request Form.

4. Upon locate completion, the responsible coordinator will make a copy of the completed Site Service Locate Request Form and other required documentation for their records and forward the original form and documentation to the locate requester. Note: Under no circumstances shall an excavation begin; unless the excavator has reviewed fully the completed locate documentation. The responsible coordinator shall meet at the excavation site to review the results of the locate survey with the contractor and/or excavator if clarification regarding the locate information and/or markings is required.

5. The cost of locates completed by external agencies are to be charged against the work order or project number associated with that locate.
Site Service Locate Request Form

Return Completed Locate Request Form to: Justin Selby, Construction Coordinator
J. C. Hersey Building, No. 60
Tel.: 519-824-4120, Ext.: 56918
Fax: 519-837-0581

Requested By (inc. contact info.): _______________________________________________________

Date Submitted: ___________________________ Date Required: ______________________________

Description of Dig, Installation, or Project (inc. Project No.) __________________________________

Location of Dig, Installation or Excavation (approx.):_______________________________________

Depth of Dig, Installation, or Excavation (approx.): _________________________________________

Additional Information: __________________________________________________________________

Distribution: (Filled in by Design, Engineering and Construction Department, not by the Requester)
☐ Site Service Locating Contracting Hand Delivered
☐ Ontario One Call (Bell & Union Gas) Tel.: 1-800-400-2255, Note: ID No.: 8779
☐ Rogers Network Management Tel.: 1-800-738-7893
☐ Guelph Hydro Tel.: 519-822-1750, Diane @ Ext.: 2230
☐ City of Guelph Water Department Tel.: 519-837-5627
☐ City of Guelph Traffic Department Tel.: 519-837-5628

Instructions for External Locating Contractor regarding University of Guelph Site Services Locates:

1. Locate all underground utility services in the area(s) identified on the attached plan(s).

2. Utility services to be located include the following, but are not limited to:
   a. Water (cold domestic, chilled supply & return, de-ionized, irrigation and raw)
   b. Steam and Condensate
   c. Natural Gas
   d. Storm and Sanitary Sewer
   e. Hydro (direct buried cable and duct banks)
   f. Communications (cable and telephone)
   g. Compressed Air

3. Utility locates are to be marked on site with spray paint. If locating in inclement weather or snow, where paint can wash or melt away, mark utility locations with flags. Flags are also to be used when utility locates are needed over a long project duration.

4. The attached plan(s) are for reference purposes only, additional underground utilities may be present, as well as location of utilities may vary on-site.

5. Mark up attached plan(s) with offset dimensions from fixed points (building footprint, fencing, curbing, trees, etc.) to buried utilities. This allows excavation contractor to freshen painted lines as required.
6. Upon locate completion, return marked up plan(s) to Justin Selby. Marked up plan(s), as mentioned above, are to include dimensioned offsets to utilities and any additional utilities or changes to the existing utilities, which differ from the plan(s).

7. Upon locate completion, submit invoice to Justin Selby, referencing the University of Guelph Project Number and indicating the number of hours worked.

**Contractor’s Information (to be filled in by contractor):**

Utility Locates Completed by: ____________________________________________________________

(Locator’s Name, Print)

Locating Contractor: __________________________________________________________________

(Contractor’s Company Name, Print)

Date of Locate Completion: ____________________________________________________________

(Date, Print)

**Colour(s) of Paint & Utility Type:**

- **Colour:** Blue  **Utility:** Water (domestic cold water, chilled supply & return, de-ionized, irrigation & raw)
- **Colour:** Red  **Utility:** Steam and Condensate
- **Colour:** Yellow  **Utility:** Natural Gas
- **Colour:** Green  **Utility:** Storm and Sanitary Sewer
- **Colour:** Orange  **Utility:** Hydro (direct buried cable & duct banks - may also be identified with pink paint)
- **Colour:** Pink  **Utility:** Communications (cable and telephone - may also be identified with orange paint)
- **Colour:** White  **Utility:** Unknown Service

**Locator’s Comments:**

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Always Hand Dig within three (3) feet on either side of a marked utility

This Locate is Complete and Marked on Site: _________ Sign: _________________________________

(Check)                       (Locator’s Signature)