

# UNC Pembroke Facilities Operations

## Instructions for Preparation of Digging and Excavation Request Form

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- A. **Purpose:** This form is to be used to provide the Facilities Operations Administration with the appropriate information needed for authorization prior to digging and excavation operations on the UNCP campus and to ensure proper understanding of and compliance with the Digging and Excavation Procedure.
- B. **Where to Obtain Form:** Blank forms may be obtained from the Facilities Operations Administration Office reception desk.
- C. **Distribution of Complete Form:** The requestor will complete the top portion of the form and deliver it to the Facilities Operations Work Order desk. The Work Order clerk will initiate a work order to the appropriate shop, requesting that the shop accomplish the necessary site clearing, inspection and marking of utilities. After completion of the utility marking, a copy of the signed approval will be returned to the requestor. The requestor must have a copy of the signed approval prior to commencing digging work.

# UNC Pembroke Facilities Operations

## DIGGING AND EXCAVATING CONTRACTOR REQUEST FORM

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### General Guidelines/Instructions:

- This completed request should be submitted to the Facilities Operations Work Order Control Center (521-6233).
- An appropriate area sketch should be attached to this request form.
- **UNCP Facilities Operations request a minimum of 48 hours (after request submission for schedule and completion of utility markings)**
- UNCP Facilities Operations will contact the telephone number and schedule or leave message of the planned date/time of locating utilities. Facilities Operations recommends that the requestor/designee review the located utilities during or immediately after the markings. If the requestor/designee is not present during the Facilities Operations utility locations it is the responsibility of the requestor/designee to contact and schedule a review with the Facilities Operations locator/designee.
- **Responsibility:** The requestor/company will be responsible for repair cost to damaged underground utilities due to neglect or misunderstanding of marked utilities. **Tolerance:** Facilities Operations recommends hand digging any areas of the designated path within 2 ½ foot of UNCP marked utilities.
- **Surface Repair:** The requestor/company will be responsible for backfill (including settlement) and reseeding the trenched areas. Recommendations include reseeding with centipede and rye. Wheat straw is not recommended to cover the surface.
- **Valid Permit:** This permit will be valid for the completion of the entire project. In the event a remarking of requested areas is necessary a new permit/request will be required. Erasure of marked areas due to weather (after the requested date) is the responsibility of the requestor to verify and/or request a new permit.
- **It is the responsibility of the requestor to contact “NC ONE CALL” for telephone locations. UNCP Facilities Operations will locate all other utilities on university property (electrical, fiber optic, gas, water, storm drainage, irrigation) UNCP will contact Time Warner Cable at 738-2427 for television cable locations.**

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**Requestor:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**UNCP Project Name/Number:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Utilities are requested to be marked:** \_\_\_\_\_

**Estimated Project Start Date:** \_\_\_\_\_ **You must have an approved digging permit before starting work.**

**“NC ONE CALL” Assigned #** \_\_\_\_\_ **(Telephone #:1-800-632-4949)**

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR FACILITIES OPERATIONS USE ONLY:** Record # \_\_\_\_\_  
Work Order # \_\_\_\_\_

AREA UTILITIES LOCATED AND IDENTIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

FACILITIES OPERATIONS DIRECTOR/DESIGNEE APPROVAL \_\_\_\_\_  
DATE \_\_\_\_\_

*Copies should be distributed to the requestor and the UNCP Department of Design and Construction*

COMMENTS: \_\_\_\_\_