PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE

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<td>Administration</td>
<td>Digging/Excavating/ Ground Penetration</td>
<td>May 30, 2013</td>
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Purpose

This procedure is intended to outline Physical Plant expectations for digging on campus.

Procedure

1. Digging, excavating, and ground penetration on campus in excess of 6” of depth requires a completely filled out Digging/Excavating/ Ground Penetration Permit.
   1.1 Individuals digging without a properly completed Digging/Excavating/ Ground Penetration Permit will be required to repair all damages caused by the dig.
2. Individuals signing off on the Digging/Excavating/ Ground Penetration Permit are indicating that they have located and marked all objects (utilities, etc.) known to them that are below grade.
   1.1 Signature does not imply that there are no other objects below grade.
3. Individual performing the excavation must take all precautions possible with the understanding that there may be unidentified and unknown objects below grade.

Authorized by:

______________________________________
Scott Storrar
Director, Facilities Planning and Construction

______________________________________
Dieter Otto
Director of Custodial, Grounds, Motor Pool and Waste Management

______________________________________
Bilal Sarsour

May 2013

Digging/Excavating/Ground Penetration
1. Digging, excavating, and ground penetration on campus in excess of 6” of depth requires a completely filled out Digging/Excavating/ Ground Penetration Permit.
   1.1 Individuals digging without a properly completed Digging/Excavating/ Ground Penetration Permit will be required to repair all damages caused by the dig.
   1.2 To notify forepersons, managers and other appropriate people, send an e-mail to digit@emich.edu

2. Individuals signing off on the Digging/Excavating/ Ground Penetration Permit are indicating that they have explained all objects (utilities, etc.) known to them that are below grade.
   2.1 Signature does not imply that there are no other objects below grade.

3. Individual performing the excavation must take all precautions possible with the understanding that there may be unidentified and unknown objects below grade.

Requester Name: _______________________   Date: ______________

Project Name: _________________________

Dig Location: _______________________    Dig Date: ___________

I, the undersigned, acknowledge that I have explained to the best of my ability all objects, utilities, etc. that I am aware of being below grade.

<table>
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<tr>
<th>Foreperson – Electrical 734-487-3405</th>
<th>Foreperson- Grounds 734-487-3403</th>
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<tr>
<td>Foreperson – HVAC /Plumbing 734-487-1337</td>
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<tr>
<td>Miss Dig 1-800-482-7171</td>
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<td>------------------------</td>
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<tr>
<td>Miss Dig has been contacted □</td>
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