

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Digging/Excavating/ Ground Penetration	May 30, 2013	A-17

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

John Donegan
Chief of Operations

<p>EASTERN MICHIGAN UNIVERSITY™</p>
<p>DIGGING/EXCAVATING/ & GROUND PENETRATION PERMIT</p>

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.

Foreperson – Electrical 734-487-3405
Foreperson – HVAC /Plumbing 734-487-1337

Foreperson- Grounds 734-487-3403

Miss Dig 1-800-482-7171
Miss Dig has been contacted <input type="checkbox"/>
