## Utility Marking for Excavations on the Old Dominion University Campus

**Purpose:** To establish roles and responsibilities to be followed for the marking of underground utilities (to include electrical, sewer, water, irrigation, pedestrian lighting, telecom/fiber, etc.).

In order to request that utilities be marked on the Old Dominion University campus (including Virginia Beach Higher Education Center and Tri Cities / VMASC) the <u>REQUESTING</u> ORGANIZATION must take the following steps:

- ContactC-3 (primary contact is Brad Fitzpatrick at 757-864-0360 or brad@c3utility.com). This
  will cover all ODU owned utilities (water, electric, gas, etc. but generally not irrigation and
  telecom/fiber optic lines). C-3 is the current University vendor. Please use form at
  <a href="http://www.odu.edu/af/facilities/forms.shtml">http://www.odu.edu/af/facilities/forms.shtml</a> to use current, contracted vendor. C-3 will
  provide a drawing of identified utilities.
- Call Miss Utility (811 or 1 800 552-7001) This will cover all non-ODU owned utilities (Dominion Power, Virginia Natural Gas, Cox Cable, HRSD, city (Norfolk, Virginia Beach, Portsmouth and Suffolk) water and sewer, Verizon, etc.
- Submit a Telecom work order (<a href="http://occs.odu.edu/gettingconnected/telecommunications/">http://occs.odu.edu/gettingconnected/telecommunications/</a>)
- 4. For irrigation marking, submit a work order via Maintenance Direct (www.odu.edu/md)
- 5. For excavations impacting any Athletics' areas, call 757 683-6026

## NOTE:

- 1) There will be chargesassociated with having a site marked. C-3 charges \$90/hour with no minimum. OCCS charges \$47.50/hr for marking telco/fiber. The rate for irrigation marking is \$39.97/hr.
- 2) Utility marking is only as good as record drawings. Marking company is not responsible for inaccurate utility drawings or resulting mismarked utilities.
- 3) C-3 currently has copies of the 1989 and 2006 utility drawings. For markings in areas that are more recent than 2005 (Quad, Student Success, etc.), updated drawings will have to be provided by the requesting organization.

The following information will have to be provided in order submit a request for marking a site:

- Describe the reason for the request
- Describe, in detail, the location of the request. Include the nearest street intersection.
- Note the date when the marking should be completed
- Attach a map or sketch of the area to be marked
- Credit card information (C-3) and budget code (OCCS and Irrigation)

## **Lead times for requesting marking support:**

- C-3 72 hours before work is to begin
- Miss Utility 72 hours before work is to begin
- OCCS 1 week
- Facilities Management Grounds 1 week