

9/17/09

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 REQUESTING ORGANIZATION must take the following steps:

1. Call Spectra Group (497-5862) – This will cover all ODU owned utilities (water, electric, gas, etc. but generally not irrigation and telecom/fiber optic lines). Spectra Group is the current University vendor. Please use form at <http://www.odu.edu/af/facilities/forms.shtml> to use current, contracted vendor. Spectra Group will provide a drawing of identified utilities.
2. 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.
3. Submit a Telecom work order (<http://occs.odu.edu/gettingconnected/telecommunications/>)
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: There will be charges associated with having a site marked. Spectra Group charges \$120/hour with a three hour minimum. OCCS charges \$47.50/hr for marking telco/fiber. The rate for irrigation marking is \$38.81/hr.

NOTE: Utility marking is only as good as record drawings. Marking company is not responsible for inaccurate utility drawings or resulting mismarked utilities.

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 (Spectra Group) and budget code (OCCS and Irrigation)

Lead times for requesting marking support:

- Spectra Group – 72 hours before work is to begin
- Miss Utility – 72 hours before work is to begin
- OCCS – 1 week
- Facilities Management - Grounds – 1 week