**Utility Markings for University Events**

The purpose of this policy is to ensure that below ground assets of the University, specifically fiber optic, irrigation and electrical lines are protected during events from the staking of tents and amusements, driving grounding stakes or, when permitted by Director, Facilities Management (University Policy 3230), driving on turf.

This policy is only for events. Utility marking for digging related to construction or maintenance work is governed by the Utility Marking Policy (<http://www.odu.edu/facilitiesmgmt/utility-marking>).

Process

1. Requestors of events will follow Facilities Management processes for submitting requests for marking utilities via FM:Systems work order management system (odu.edu/maintenance), through Leadership and Student Involvement (LSI) or through the Recreation & Wellness Center’s Facility & Event Operations.
2. Facilities Management and ITS will 1) determine if utility marking is required and, if so, 2) will mark for power, irrigation and fiber optic lines by utilizing the following colors

Electrical – Red

Fiber Optic – Orange

Irrigation – violet or purple (may be painted lines or flags)

1. Requestors of event shall provide the following information to their vendors prior to their setting up for events:

Fiber Optic – Orange – no staking within **5 feet** of a marked line

Electrical – Red – no staking within **3 feet** of a marked line

Irrigation – violet/purple – no staking/driving within **3 feet** of a marked line

Organizations will be responsible for:

* Notifying vendors that they may not drive stakes or similar items w/in 5’ of either side of a marked utility.
* Costs to repair damages to marked utilities if they or their vendors are found to have violated this policy.