



Brock University

Facilities Management Operating Procedures

Subject:	UTILITY LOCATES	Number: FMOP 3-2
Approval:	Executive Director	Issue Date: 4 May 2007
Responsibility:	Manager – Maintenance & Operations Services	
Review Period:	2 Years	

UTILITY LOCATES

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Annex A AS LOCATED – Facilities Management Record Form

1.0 Background. Brock University throughout its various locations contains numerous “buried services.” In order to prevent serious harm to individuals, potential damage to infrastructure, buildings, the environment, etc., it is necessary to obtain “locates” for any and all work that requires the surface of the ground to be disturbed at a depth greater than two inches.

2.0 Process. The following steps are to be used when underground services are required to be located.

- 2.01 To initiate the process, obtain a scale drawing of the worksite from the Facilities Management (FM) website:

<http://www.brocku.ca/facilitiesmgmt/IMAGES/CAMPUS-MAPS/SITE%20PLANS/WEB-SITE-MAIN-PRINT.pdf>

If a large scale map is required, contact the Facilities Management Architectural CAD Technologist at extension 4476. Clearly mark and identify the proposed area where under ground work will occur.



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- 2.02 Forward the marked drawing to the FM Customer Service Coordinator at the Central Utilities Building. You will be advised if the Utility Locate request is subject to cost recovery. The flat rate for FM services for a Utility Locate is \$240.
- 2.03 The Customer Service Coordinator (CSC) can be reached by telephone at extension 3717, by fax at 905-688-6894 or by email at facilities.management@brocku.ca.
- 2.04 The CSC will enter work requests for the FM Electrical, Grounds and Mechanical Shops, as well as the ITS Department in order to complete Annex A. These locates will normally be completed within two (2) working days. The CSC will advise the requestor to contact "Ontario One Call" to obtain locates for external utility agencies (see 5.0 External Agency Locates).
- 2.05 The completed "AS LOCATED Facilities Management Record Forms" (see Annex A) will be returned to the CSC by the FM Electrical, Grounds and Mechanical Shops, and the ITS Department.
- 2.06 External locates (see 5.0 External Agency Locates), obtained by the requestor, must be provided to the CSC before a completed "AS LOCATED Facilities Management Record Form" and the authority to proceed is granted by the CSC.
- 2.07 If the excavation work is undertaken in other than the designated areas, or if excavation not started within 10 working days of this report, the contractor shall call for new locates.

3.0 **Markings (Legends)** The following legend will be used on Utility Locate drawings:

- 3.01 Blue – Mechanical: "San" or "S" sanitary, "St" storm.
- 3.02 Red – Electrical.
- 3.03 Yellow – Gas.
- 3.04 Orange – Communications, CATV.
- 3.05 Purple – Irrigation.



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4.0 **Internal Locates (Facilities Management and ITS)**

- 4.01 Electrical locates as shown on "AS LOCATED Facilities Management Record Form."
- 4.02 Mechanical locates as shown on "AS LOCATED Facilities Management Record Form."
- 4.03 Grounds locates as shown on "AS LOCATED Facilities Management Record Form".
- 4.04 ITS locates as shown on "AS LOCATED Facilities Management Record Form".

5.0 External Agency Locates. The following utility agencies may have to provide underground locates prior to an approved Annex A being issued by Facilities Management. A call to "Ontario One Call" at 1-800-400-2255 will initiate locates for the following agencies, with the exception of the Region of Niagara. The Region of Niagara can be contacted at 905-685-4225, extension 3664.

- 5.01 Bell Canada.
- 5.02 Enbridge (St. Catharines & Thorold).
- 5.03 Cogeco.
- 5.04 Horizon Utilities.
- 5.05 City of St Catharines (water and sewer).
- 5.06 City of Hamilton (water and sewer).
- 5.07 Hydro One.
- 5.08 Union Gas (Hamilton).
- 5.09 Region of Niagara

6.0 **Responsibilities of Parties.**

- 6.01 The Requesting Party must provide a scale drawing (see Section 2.01) indicating locations to the Facilities Management Customer Service Coordinator (CSC) in advance of the date of the desired work.



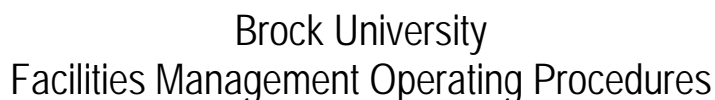
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- 6.02 Requests for locates are normally required to be made to the CSC at least two (2) full working days in advance for work which can be completed by FM staff. Additional time will be needed for locates conducted by ITS and external agencies (see 5.0 External Agency Locates).
- 6.03 The Requesting Party will provide the CSC with completed copies of the external locates (see 5.0 External Agency Locates) before authorization to proceed will be granted by the Facilities Management CSC.
- 6.04 The Facilities Management CSC will provide a completed, signed copy of Annex A to the Requesting Party, indicating authorization to proceed.

7.0 **Limitations.** Brock University's Facilities Management Department endeavours to ensure that building, infrastructure, and property records (both paper-based and electronic) accurately reflect the current location and status of sub-surface/buried utility services. Other than within the University's general provisions regarding errors and omissions, and decisions regarding the allocation of any tangible and intangible costs, the Facilities Management Department assumes no responsibility to customers that requested locates for those costs due to inaccurate or incomplete record information used for utility locates conducted by University personnel or external agencies.

Annexes

Annex A AS LOCATED – Facilities Management Record Form



AS LOCATED – FACILITIES Management Record Form

Date Requested:

Phone No.:

☐ Irrigation

Remarks/Additional Instructions: _____





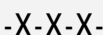


☐ Region of Niagara

Brock University Facilities Management CSC Services 905-688-5550 ext. 3717. Thanks for calling "Before you Dig".

Hand Dig within 1 metre of 3.28 ft. of markings. Sketch **NOT** drawn to scale.

A 10x10 grid of dots on a white background. The dots are arranged in 10 rows and 10 columns, forming a square grid. There are no lines or other markings on the grid.

LEGEND

	Hydrant
	Pole
	Manhole
	Catch Basin
	Fence
	Property Line
	Valve

Date:

COMMUNICATIONS, CATV - ORANGE