

Grand Valley State University Digging Procedures

Welcome to Grand Valley State University (GVSU). If you will be planning or performing any type of excavation, grading, demolition, cultivating, augering, blasting or boring, please visit Facilities Customer Service to process a GVSU Dig Permit. You will need to allow **THREE WORKING DAYS**, from the date of permit issuance, prior to the start of your work. The address is Facilities Services and Planning, 1 Campus Dr., Allendale, MI 49401. Phone number is (616) 331-3000.

Customer Service will provide a form and you will be required to fill out this form and include the date needed, depth and location of dig. A map will be highlighted showing the requested area. If a specific location is needed, (ex: sign, tree planting) a blue wooden stake will be given to the contractor to place at the exact location. You will receive an authorized digging permit number and date when you complete and return the form Facilities Customer Service. Permit request must be made and received in person at Facilities Customer Service. Fax or mail requests will not be honored.

GVSU personnel will check the utilities drawings for verification of any utilities in the area indicated on the map. If utilities are determined to be in the area, GVSU will mark with paint or flags all GVSU owned utilities. If any utilities are **not** GVSU owned, such as Allendale telephone, gas lines, fiber optics, etc., then the contractor or project manager will be responsible to call MISS DIG at 1-800-482-7171. **Customer Service will not call MISS DIG.**

Locating underground facilities is not an exact science; therefore, the actual location of the utilities could vary slightly, either way from the position of the marks. Any utilities damaged will be repaired or replaced to GVSU standards at full cost to the contractor/excavator. If your dig is to occur **within six (6) feet** on either side of the marked utility, you are to **hand dig to locate the buried utility** before any mechanized equipment is used. This requirement supercedes any like requirement issued by Miss Dig, when digging around utilities on GVSU property regardless if the utility is owned by GVSU or another public utility. This requirement is to be strictly adhered to by contractors performing the required dig. The requirement is provided to (1) protect the safety of workers performing the work and, (2) eliminate inconvenience and cost to the University as a result of outages caused by damage to underground utilities.

If markings locating underground utilities or lines are knocked down or faded, the contractor performing the excavation or demolition shall notify GVSU Customer Service and MISS DIG that a re-staking is needed. **Do not excavate without an authorized digging permit number and date or if the markings are not readable.**

Your work, for which this Dig Permit is required, must be completed in **TEN WORKING DAYS** from the date of permit issuance. Failure to comply with this requirement will require you to apply for a new dig permit and a **\$100.00 re-application fee will be charged.**

Thank you for your assistance in fulfilling this process. Your compliance will ensure public and employee safety of the Grand Valley State University campus.

Permit # _____

Company Name: _____

Permit Issuance Date _____

Signature of Applicant: _____
(Print name below)

Authorized Permit Number _____

APPLICATION FOR DIG PERMIT

PERMIT ISSUE DATE _____ TIME _____

TO BE COMPLETED BY APPLICANT:

Customer Name _____ Phone # _____

Building _____ Area _____

Date of Dig _____ Depth of Dig _____

Specific Location of Dig:

Request Taken By _____

3 WORK DAYS PRIOR NOTICE IS REQUIRED

DIG TO BE COMPLETED NO LATER THAN END OF WORKING DAY ON: _____

<u>Agency/ Dept.</u>	<u>Phone #</u>	<u>Verified</u>	<u>Time</u>	<u>Date</u>	<u>Initials</u>
*Miss Dig (contact required by contractor)	1-800-482-7171	<input type="checkbox"/>	_____	_____	_____
*TEL/COM	1-2123/ 1-2129	<input type="checkbox"/>	_____	_____	_____
*Underground Sprinkling	1-3852	<input type="checkbox"/>	_____	_____	_____
*Facilities	1-3842	<input type="checkbox"/>	_____	_____	_____
*Power & Lighting	1-3865	<input type="checkbox"/>	_____	_____	_____

NOTE: DAMAGE TO UNDERGROUND UTILITIES CAUSED BY THE CONTRACTORS FAILURE TO COMPLY WITH GVSU DIGGING PROCEDURES SHALL BE REPAIRED OR REPLACED AT FULL COST TO THE CONTRACTOR.

DIG MUST BE DONE WITHIN 10 WORKING DAYS FROM DATE OF ISSUANCE OF DIG PERMIT OR RE-APPLICATION FOR DIG PERMIT IS REQUIRED. IF NEW APPLICATION FOR DIG PERMIT IS REQUIRED, A \$100 PERMIT RE-ISSUE FEE IS REQUIRED. FEE DUE UPON RE-APPLICATION OF PERMIT DIG REQUEST.

GVSU FIRE PROTECTION SYSTEM IMPAIRMENT NOTIFICATION PERMIT

A protection impairment occurs when a fire (or explosion) prevention, protection, alarm or supervisory system is shut off, impaired or otherwise taken out of service completely or in part. Impaired fire protection systems may include:

- Fire alarm systems
- Detection Systems
- Special Suppression Systems (CO₂, Clean Agent, Dry Chemical, Water spray)
- Automatic Sprinkler Systems
- Standpipe and hose systems
- Fire Pumps and water storage tanks
- Underground sprinkler piping and control valves

Two examples of protection impairments are: a sprinkler system that has been shut off in order to replace a sprinkler head, and a valve supervisory device that is jammed and cannot function. Impairments may be planned (shutting off the sprinkler system to install additional sprinkler heads), or emergency (shutting off the sprinkler system to replace a sprinkler head that has been hit by a forklift)

THE PERMIT PROCESS:

- 1. Vendor obtains permit from the Project Manager or Customer Service.**
- 2. Fill out and return permit to Customer Service at least 3 working days prior to a planned impairment.**
- 3. Customer Service will email TVA and appropriate staff.**
- 4. Expedite work in order to minimize impairment time.**
- 5. Upon Completion, confirm with Customer Service the date and time that all impaired systems are back in service.**
- 6. Customer Service will notify CUB and TVA that systems are fully operational.**

**** Immediately notify CUB of any unplanned Impairment at 895-7686. ****

While planned protection impairments may be necessary during maintenance, renovation and new construction, it must be understood that when any protection impairment occurs, the facility is in jeopardy. When an impairment is planned or occurs accidentally, precautionary measures are necessary to minimize the risk. We want to be informed of impairments as far in advance as possible but at least 3 working days before it occurs, or as soon as an emergency happens so that we may be in a better position to assist you and notify our staff. Our mutual interest is to maintain a safe environment for our faculty, staff, and students and reduce the chance of a large loss.

Dial 911 for an Emergency