

Grand Valley State University Digging Procedures

Welcome to Grand Valley State University (GVSU). It is a requirement the contractor or project manager call MISS DIG at 1-800-482-7171 and request a GVSU DIG Request, if you will be performing any type of excavation, grading, demolition, cultivating, augering, blasting or boring, on GVSU property. GVSU Customer Service will not call MISS DIG for you. Permit request must be made and received in person at GVSU Facilities Customer Service. You will need to allow **THREE WORKING DAYS**, from the date of permit issuance, prior to the start of your work. The address to GVSU Facilities Services and Planning is: 1 Campus Dr., Allendale, MI 49401. Phone number is (616) 331-3000.

Customer Service will provide a dig request form and a campus map which you are required to fill out. The map will be highlighted showing the requested area. If a specific location is needed, (ex: sign, tree planting) a blue wooden stake will be provided to the requestor to place at the exact location. You will receive an authorized digging permit number and date when you complete and return the form and map to Facilities Customer Service.

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.

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. 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 other public utility. Any utilities damaged will be repaired or replaced to GVSU standards at full cost to the contractor/excavator. 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.

Before any digging, Call GVSU Customer Service (616) 331-3000, for confirmation of completed marking. 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 **15 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:

Company Name _____ Field Contact _____

Cell Phone # _____ GVSU Project Mgr _____

Date of Dig _____ Depth of Dig _____

Specific Location of Dig and Reason: _____

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>Time</u>	<u>Date</u>	<u>Initials</u>
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*Miss Dig (contact required by contractor)	1-800-482-7171	_____	_____	_____
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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 15 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.