

## PHYSICAL PLANT – CAMPUS SERVICES

# Dig Notification Guidelines

### Overview

The majority of utilities serving the University of California, Berkeley, are located underground. Any digging activity has the potential to damage underground utilities and/or injure individuals performing the dig.

### Procedure

Effective October 1, 2005, any person responsible for a project that involves digging on campus will be responsible for notifying key personnel using the “Notification of Temporary Access Interruption” form. This form has been revised to accommodate dig notification, but the approval procedure remains the same. Note that dig notifications originating from PP-CS will be approved by the PP-CS Director or designee.

This form is available at: <http://physicalplant.berkeley.edu/files/digform.xls>

### “Notification of Temporary Access Interruption” Form Instructions

1. The “Notification of Temporary Access Interruption” form should be used for any dig activity whether it creates a temporary access interruption or not.
2. Notification should be submitted with at least 11 days' notice.
3. Fill out location, date and time, and coordinate with the building coordinators and those listed immediately below the building coordinators: Fire Marshal, Parking and Traffic, Campus Police, etc.
4. Attach a map indicating the dig location.
5. Fax the form to those individuals listed in the "Building Coordinator and Others Contacted" section. Once you have faxed the form, and those individuals have confirmed your access interruption, submit form to PP-CS Director or designee for signature.
6. After the form has been signed and approved, fax the access interruption to those listed at the bottom of the form: Construction and Inspection, Registrar, etc.

### Additional Information

For more information about the procedure, contact:

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