



Utility Locate Request

Office of Facility Services

Date _____ FAMIS ID # _____

All excavations are to be performed by employees of the Office of Facility Services or by a contractor approved & supervised by the Office of Facility Services in accordance with Operating Instruction 6104 and General Instructions for Excavations (provided upon request). Projects of significant size will require plans & specifications & must be approved by a Registered Engineer or Architect within the Office of Facility Services.

Requestor Information

Company Name _____ Title _____

Last Name _____ First Name _____

Email Address _____ Phone Number _____

Location Information

Project Name, Location, Description _____

Type of Equipment Used _____

Begin Date _____ Begin Time _____ Estimated End Date _____

Provide sketch below (or attach multiple copies of plans) showing: depth, width & length of excavation with dimensions from trees, walks, drives & buildings. Identify all new lines, structures & plants to be installed. Give building & street names. Notifications must be given at least 48 hours in advance, but no more than 120 hours, excluding weekends & holidays. Markings are good for ten (10) calendar days including weekends & holidays.

Approval (for LSU use only)

_____ Utility Plumbing Signature	_____ Date	_____ Utility Electrical Signature	_____ Date
_____ Utility Gas Signature	_____ Date	_____ Landscape Services Signature	_____ Date
_____ Utility Systems Signature	_____ Date	_____ Telecom Signature	_____ Date

Conditions for Approval
