

Procedure for using the Campus Excavation, Dig Authorization (CEDA) request

Overview:

This process is to properly schedule, plan, and coordinate the various activities which are reliant, directly or indirectly, on successful excavation and restoration work. Excavation, digging, or driving of stakes or other objects into the ground can impact any of the following:

- Water or sewer piping
- Steam, condensate, or chilled water piping compressed air
- Electrical, NSIT or Building Automation System (BAS) cabling
- Gas Distribution
- Irrigation piping
- Light, communications or emergency phone wiring
- Ground paver or road work
- Grass, trees, or shrubs
- Future access to any of the above listed items

Before starting any work or project on campus property which involves digging, excavation, trenching, tree spades, directional boring, soil boring, tent staking a completed Campus Excavation, Dig Authorization Request Form MUST be completed, submitted to the CEDA Committee for review and approval prior to the start of any ground penetration.

Process:

The project manager or lead representative involved must complete and submit the Campus Excavation, Dig Authorization Request form.

As soon as it is known that excavation, digging, or driving of any type of device into the ground is required, this request form should be completed and submitted for approval & notification. Approval can vary from two weeks to several months depending on the complexity and parties involved.

1. The project manager or lead representative involved will complete the form and submit it to the e-mail ServList (fsexcavationrequests@lists.uchicago.edu).
2. The project manager or lead representative should reference and contact the [811 Chicago](https://ipi.cityofchicago.org/digger) utility digging service (<https://ipi.cityofchicago.org/digger>). This system notifies all utilities of impending excavations.
3. There will be a regularly scheduled monthly Campus Excavation meeting to discuss all requests. A call-in number will be made available to allow for maximum flexibility and discussion.
4. For more complex and involved excavation requirements additional meetings and/or discussions will be scheduled throughout the approval process as required to work through mitigating details or contingencies.

Final approved request forms should be retained by the project manager or lead representative.

5. It is standard University policy to require sub-surface "locating services" regardless of the approval and recommendation process.

6. Below is a list of departments which support the routing and notification process of all Campus Excavation, Dig Authorization Requests. All departments will be represented on the e-mail ServList:

- a. Grounds
 - b. EH&S
 - c. DSS
 - d. IT
 - e. BAS
 - f. Central Utility Plant(s)
 - g. Electrical Engineering
 - h. Mechanical Engineering
 - i. Capital Project Delivery
7. References:
- a. FS2: URL <https://facilities.uchicago.edu/about/partners/facilitiesstandards/>



Fields required for the Campus Excavation, Dig Authorization Request Checklist

Originator Info (Name/Dept. or Company/Phone Number/E-mail)	
Project Manager (Name/Dept. or Company/Phone Number/E-mail)	
Project Name and Number	
Detailed Description of Work	
Excavation Detailed Location	
Dimension and depth	
Does this excavation require an EPA approved Storm Water Pollution Prevention (SWPP)?	Yes (Attach Copy) No
Does this excavation require a Chicago Department of Buildings (CDOB) approved Storm Water Management Plan?	Yes (Attach Copy) No
Expected Utilities Affected and their Shutdown Duration	
Does the excavation impact access to a sidewalk?	Yes No
Does the excavation impact an ADA ramp?	Yes (Attach Alt Route) No
Is parking impacted?	Yes (Describe # of Spaces & Location) No
Will University of Chicago employees enter the excavation?	Yes No
Surface of Excavation area (dirt, concrete, etc.)	
Final Destination of Soil?	



Start Date	
End Date	
Time of Work	
Date of Project kick-off/planning meeting	
Date of Execution meeting	
Drawings Numbers if applicable	
Primary University of Chicago Point of Contact/Sponsor info	
Name, Point of Contact of post-Excavation Utilities, Ground Cover, restoration verifier	