

THE STATE UNIVERSITY OF NEW PALTZ
TELECOMMUNICATIONS CLEARANCE FOR ON CAMPUS DIGGING

**APPLICATION FORM FOR CLEARANCE TO EXCAVATE ON PROPERTY OF
THE STATE UNIVERSITY OF NEW YORK AT NEW PALTZ**

Prior to any excavation work being carried out at **THE STATE UNIVERSITY OF NEW YORK AT NEW PALTZ** this form must be completed and authorized at Telecommunications, HAB, Room 35.

CLEARANCE REQUIRED BY (ALL SPACES MUST BE COMPLETED)

Contract Name:		Phone No:	
Applicant/Contractor:			
Location of Work:			
Description of Work and Anticipated Start Date			
Attached is the plan/drawing of the area where the work is to be undertaken			
SUNY New Paltz Project Officer Supervising Work:		Phone No:	

Applicant/Contractor's Acknowledgment:

Persons excavating or carrying out other works are required to exercise due care in the completion of work and will be held responsible for any damage caused to services on SUNY New Paltz' site. Written evidence of permission to excavate from Telecommunications Resources and Infrastructure Services must be presented to the campus Project Manager, before excavation work may begin.

I acknowledge that I have received a drawing indicating known underground services located in the areas to be excavated, and will abide by the conditions stated hereunder:

Name (<i>print</i>)		Applicant's Signature	Date

Clearance:

Clearance is granted to the applicant to excavate in the area indicated, subject to the "Conditions for Excavation".

Telecommunications Resources and		Date:
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Infrastructure Services Representative		
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Conditions For Excavation:

1. Written clearance must be obtained from Telecommunications regardless of whether campus architect or Facilities Operations drawings indicate that services are located in the areas of the proposed excavation. **Where services are present, excavation cannot commence until Telecommunications has marked the location on site.**
2. Persons excavating are required to exercise care and will be held responsible (liable) for any damage caused. Outside contractors will be charged time and materials for repairs/restoration of services via invoice from Telecommunications. SUNY New Paltz departments will be held responsible for any damage caused by outside contractor or internal labor if said department has not obtained written clearance to dig.
3. The location of services' drawing distributed by Telecommunications is a guide only and the exact location cannot be guaranteed unless scoped by special equipment. Therefore, utmost care must be taken during excavation.
4. Work can only be done in the area covered by this clearance. If, for any reason, there is a requirement to deviate from the approved excavation location, WORK MUST NOT PROCEED until Telecommunications has approved the additional excavation works.
5. If, during the course of excavations, any services are exposed which are not identified on the plans provided or are inaccurately marked on those plans, the Contractor shall notify Telecommunications immediately.
6. All excavations shall be reinstated to the original site conditions.
7. **On completion of project, work as executed drawings/sketches must be provided to Telecommunications.**

***Distribution: Original to Contractor
One (1) copy to Clearance File
One (1) copy to Facilities Operation***