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**Northern Arizona University Blue Stake Procedure**

1. **Pre-Construction Meeting**
   1. Prior to the meeting, the Contractor and Excavator Superintendent shall review the Blue Stake Procedure located on the NAU FS Website at: [nau.edu/facility-services/dp-contract/](https://in.nau.edu/facility-services/dp-contract/)
   2. During Pre-Construction meeting, the Facility Services Project Manager shall review the Blue Stake procedures with General Contractor and their Excavator Subcontractor.
2. **Request Process**

It is the responsibility of the General Contractor to make all utility staking requests. To request utility staking for any project the Contractor must submit a request through Arizona811 through their online portal at Arizona811.com.All requests are given a log number. It is the Contractor’s responsibility to note that number for future reference.

* 1. Mark on the ground the limits of the area for which staking is being requested.
     1. Marking in landscaping (grass, rock, natural, etc.) shall be marked with white flags. If these areas are marked with paint the Contractor shall be responsible for replacing the landscaping.
     2. Marking on hard surfaces (asphalt, concrete, pavers, etc.) shall be in non-permanent white chalk paint. The Contractor shall be responsible for removing paint.
     3. Failure to mark an excavation site will result in a delay in staking
  2. Log onto Arizona811.com and request utility location for the area required through the E-stake program. Save the 13-digit confirmation number for your records.
  3. Request a locate from NAU through our electronic portal at [nau.edu/facility-services/dp-contract/](https://in.nau.edu/facility-services/dp-contract/)
  4. The online form requires the following:
     1. Acknowledgement that a request has been made with AZ811.
     2. Acknowledgement that the procedure has been read.
     3. Acknowledgement that the area has been marked in white.
     4. 13-digit AZ 811 #.
     5. Project Number, Number and NAU Project Manager Name
     6. Requestor Name, Email, Phone Number and Company Name.
     7. Information and details on the proposed dig including estimated excavation depth and type of work to be performed.
     8. An online maps screenshot map of the area. Map sections without specific area marks or with no discernable location on campus shall be rejected.

***The clock won’t start until Blue Stake Request has been submitted.***

* 1. Once submitted a notification will be sent to NAU Work Control Center (WCC) to create a work order. The work order number shall be entered the online form by a member of the WCC staff and select whether the Locating Supervisor is in or out of the office.
     1. When the Locating Supervisor is in the office the prior step will initiate an email to them with links to indicate whether each utility on campus has been marked or is a no-conflict.
     2. When the Locating Supervisor is out of the office, the notifications will go to the trade supervisors for marking or stating no-conflict.
     3. ITS will always receive an email for their utilities to mark or state no-conflict.
  2. Once all utilities have been indicated as marked or no-conflict, the requestor shall receive an email indicating that the blue stake has cleared.
  3. Any submission entered by 5:00 pm on a given day will generate the Blue Stake request starting the following day at 8:00 am. NAU Blue Stake will clear 48 hours after that time.

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| **Requested On** | **Clear by Close of Business** |
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday |
| Thursday | Monday |
| Friday | Tuesday |

\*If a Legal Holiday occurs an additional day must be added.

**Do not dig until all blue stakes (AZ and NAU) have cleared.**

NAU and AZ Blue Stake are two separate entities and time to stake is tracked separately.

1. **Blue Stake Request Ground Rules**
   1. The General Contractor’s Superintendent shall be the one placing the call to AZ 811 and submitting the request to NAU (not the Subcontractors). Subcontractors are expected to communicate their Blue Stake requests to their General Contractor in time to ensure proper Blue Stake process prior to digging.
   2. Contractor shall not start digging until Blue Stake has cleared.
   3. Contractor shall include construction site fences in the area to be blue staked.
   4. Blue Stake expires after 15 working days. Request a Blue Stake renewal by the 12th day after your original Blue Stake request has cleared… Call to update every 12 days.
   5. If the locator or trade finds no underground facility within the identified limits of excavation, tit will be indicated in the clear notification. They may indicate “NO” or “N/Utility” on the ground in the color code of the utility.
   6. Once the blue stake has cleared the Contractor becomes responsible for preservation of the stakes or markings. If marks are removed the digging is to halt immediately. Site restaking is subject to the timeframes indicated the Underground Facilities Law and may shutdown excavation for 3 days. NAU shall not be liable for any delay costs resulting from not preserving marks.
   7. To avoid re-staking requests the Contractor may request offsets.
   8. Contractor shall be responsible for repair to all utility lines which have been damaged as a result of Contractor’s operations and which have been properly staked by the Owner in accordance with this procedure.
   9. Contractor shall notify the Owner by calling 928-523-4227 of any subsurface utility lines which have not been staked and which may be discovered during the course of operations.
   10. Contractor Shall remove the marks outside of the fenced area at the end of the excavation phase for CMAR projects in a manner that does not damage finished surfaces. All projects will remove blue stake marks at substantial completion in a manner that does not damage finished surfaces.
   11. A Contractor can be charged for overcalling an area. ARS 40-360.22-J
   12. Utilities do not become NAU’s to locate until substantial completion. Natural gas is the only exception which becomes NAU’s when energized.
2. **Blue Stake Color Codes**

Types of utilities or systems shall be marked with the appropriate colors, with non-permanent paint or flags, as follows:

**Utility Color No Facility Found**

Electric Red N/E (or N/APS)

Gas/Oil Yellow N/G

Communications/CATV Orange N/TV

Water Blue N/W

Sewer Green N/S

Survey Markings (temp) Pink

Proposed Excavation White