1. Pre-Construction Meeting
   a. Prior to the meeting, the Contractor and excavation superintendent shall review the Blue Stake Procedure located on the NAU FS website http://nau.edu/Facility-Services/DP_Contract/.
   b. During Pre-Construction meeting, review the Blue Stake procedures with General Contractor and their Excavator Subcontractor.

2. Notification 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 to Arizona811.com through the E-stake program and email a request to FACILITY SERVICES. All requests are given a log number. It is the Contractor’s responsibility to note that number for future reference.

   a. Prepare Blue Stake Request sketches on NAU Blue Stake Grid Maps (civil drawings or other plan sheets will not be accepted), identifying the area where the blue stake needs to be provided.
   b. Mark on the ground the limits of the area for which staking is being requested. Marking in landscaping (grass, rock, natural, etc.) shall be with white flags. Marking on hard surfaces (asphalt, concrete, pavers, etc.) shall be in non-permanent white chalk paint. Failure to mark an excavation site could result in a delay in staking.
   c. Log onto Arizona811.com and request utility location for the required area through the E-stake program. Obtain the AZ Blue Stake 13-digit confirmation # for record.
   d. Fill out the NAU Blue Stake request form and email it to naubluestake@nau.edu. The email should include:
      i. Blue Stake Request Form.
      ii. Map of the area on the Blue Stake Grid Maps.
      iii. 13-digit AZ Blue Stake #.
      iv. Information and details on the proposed dig including estimated excavation depth and type of work to be performed.
   
   The clock won’t start until Blue Stake Request Form and Sketches have been received.

   e. NAU Blue Stake will clear 2 full business days after a request has been received. Any email received after 5:00 pm generates the Blue Stake request starting the following work day.

<table>
<thead>
<tr>
<th>Requested On</th>
<th>Clear On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Monday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Friday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

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

   f. Incomplete forms will may result in a delay in staking. All trench locations must be marked in white paint on site with a maximum of 10 feet outside perimeter of excavation.
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.

3. Blue Stake Request Requirements

   a. The General Contractor’s Superintendent shall be the one placing the call to AZ Blue Stake and NAU Blue Stake (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. Subs that will be working during the duration of the Blue Stake are to be included on the Blue Stake request. Generals are required to add or delete subs when updates are requested.
   b. Contractor shall not start digging until Blue Stake has cleared.
   c. Contractor shall include construction site fences in the area to be blue staked.
   d. Blue Stake expires after 15 working days. Request a Blue Stake renewal by the 12th day after your original Blue Stake request has cleared so that excavations can continue without interruption.
   e. If the locator or trade finds no underground facility within the identified limits of excavation, they will inform the Contractor by telephone or by indicating “NO” or will indicate N/Utility in the area as indicated below.
   f. Upon acknowledging the staking the Contractor becomes responsible for maintaining and preserving the stakes or markings. At any time the Blue Stake marks are no longer visible the contractor must stop excavation and request an updated Blue Stake. Excavation cannot resume until after the Blue Stake clears and the Contractor is liable for any delay costs.
   g. 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.
   h. 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.
   i. Contractor shall remove the blue stake 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. A Contractor can be charged for overcalling an area. ARS 40-360.22-J

4. Blue Stake Color Codes

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

<table>
<thead>
<tr>
<th>Utility</th>
<th>Color</th>
<th>No Facility Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>Red</td>
<td>N/E (or N/APS)</td>
</tr>
<tr>
<td>Gas/Oil</td>
<td>Yellow</td>
<td>N/G</td>
</tr>
<tr>
<td>Communications/CATV</td>
<td>Orange</td>
<td>N/TV</td>
</tr>
<tr>
<td>Water</td>
<td>Blue</td>
<td>N/W</td>
</tr>
<tr>
<td>Sewer</td>
<td>Green</td>
<td>N/S</td>
</tr>
<tr>
<td>Survey Markings (temp)</td>
<td>Pink</td>
<td></td>
</tr>
<tr>
<td>Proposed Excavation</td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>

   If the locator or trade finds no underground facility within the identified limits of excavation, they will inform the Contractor by telephone or by indicating “NO” as identified above.
UNIFORM COLOR CODE
FOR MARKING UNDERGROUND FACILITIES

- Proposed Excavation
- Temporary Survey
- Electric Power
- Gas, Oil, Dangerous Materials, Product Lines
- Communication, Cable Television, Fiber Optics
- Water Systems, Slurry Pipelines
- Reclaimed Water
- Sanitary Sewer Systems