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DUKE UNIVERSITY FACILITIES MANAGEMENT DEPARTMENT STANDARD PRACTICE

SUBJECT: **Utility Review Committee**

S.P. NO.: xx

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EFFECTIVE:

REVISION DATE:

APPROVED BY:

DATE:

Purpose:

The Utility Review Committee (URC) shall review all capital projects and all other projects that significantly impact campus utilities through relocation, extension of service or increasing capacity. This requires that the URC review project plans and specifications as they are available before starting work in the field.

Purpose:

All projects, new work or renovations, that require connections to campus utilities which are initiated by the Office of the University Architect (OUA), Medical Center and Health System Architect, Facilities Planning, Design and Construction (FPDC) or the Facilities Management Department (FMD) shall be presented to the URC in preliminary form when project PIF or CPAF is prepared. This will be done at a regular URC meeting. This would be an "Alert Notice" that the project is coming and that URC input and review will be required.

Responsibility:

URC Actions:

1. OUA, FPDC or FMD Project Manager, depending on who is responsible for design, sets up regular project meetings, briefing URC of status at least once per quarter during design phase.
 - a. FMD Project Manager invites Shops for input on MEP design and on utility issues.
 - b. Project Manager will provide updates to URC.
 - c. All comments regarding utilities will be made available for review by URC.
 - d. Formal comments will be forwarded to Project Manager by URC.
2. Regular URC meetings are not for detailed design and project review. These meetings are for overall review information and coordination of all involved. The URC will discuss particular issues and items that require full committee involvement. The URC will review all design comments.
3. No review / approval will be done without plans of the proposed work or drawings to review.
4. No utilities shall be located in the field until the URC has been briefed, and has approved utility plans.
 - a. Project Manager must have drawings of the proposed work prior to locating utilities, at least preliminary sketches.
 - b. Drawings shall include digging, trenching, borings, putting up signs, any ground disturbance.
 - c. Digging permit process will be enforced.
 - d. Grounds recovery plan shall be prepared.
5. URC meets every other Tuesday afternoon in the FMD Training Room at 1400.
 - a. An agenda will be published for each meeting, projects to present for information, review and / or approval; must be placed on the agenda for the meeting.
 - b. The URC is for exterior utilities, utility coordination and utility master planning. Other FMD coordination issues and reviews will continue to be scheduled separately.

Cancellation: None

ATTACHMENT 1 – URC Committee membership

ATTACHMENT 2 - Digging Permit

Attachment 1

Aurel Selezeanu
Gary Teater
Curtis Browning
Darin Smith
Barry Overton
Don Blake
Dennis Kennedy
Joe Jackson
Ray Wrenn
Glenn Reynolds
Jack Burgess
Dennis Woody
Jerry Black
Chet Sikes
Tommy Williams
Mike Herran
Sergey Furer
Tim Dunlap