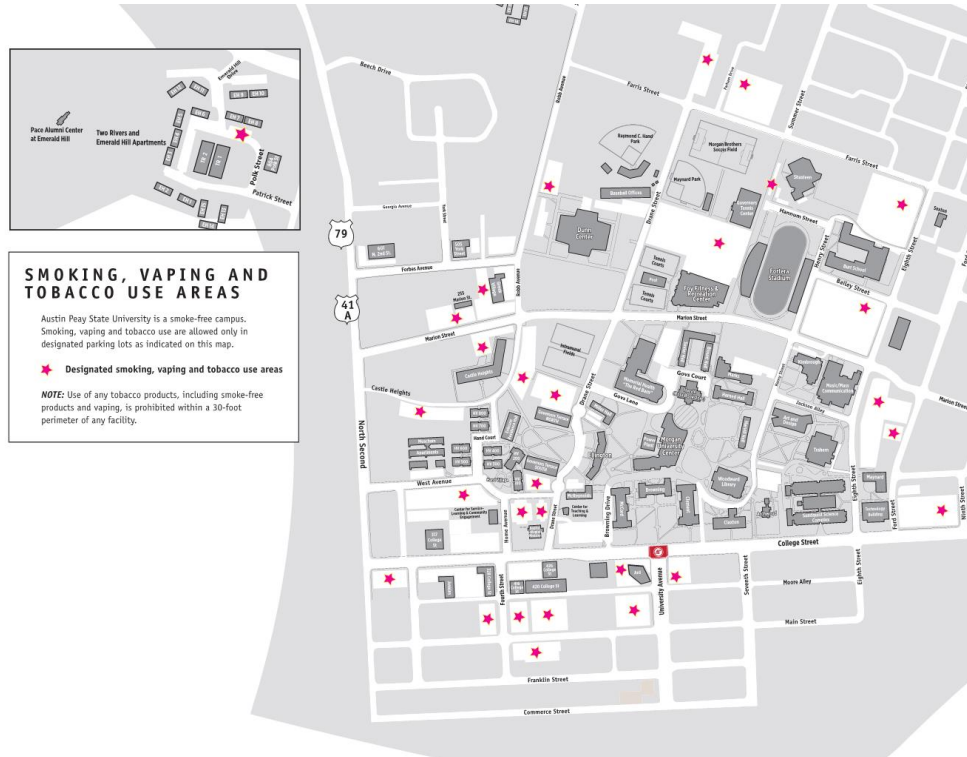


1. SMOKE-FREE CAMPUS

1.1. Austin Peay State University is a smoke-free campus, except in areas designated on the smoking area map located here:

<https://www.apsu.edu/map/pdf/smoking-map.pdf>



2. HARRASSMENT FREE CAMPUS

2.1. It is the policy of Austin Peay State University that students, faculty, and staff learn, live, and work in a safe learning, living, and working environment. APSU is committed to eliminating all acts of sexual misconduct, discrimination, and harassment on its campus. Anyone violating this policy will be immediately removed.

3. UNDERGROUND UTILITY NOTIFICATION & ON-SITE PRE-EXCAVATION MEETING

3.1. Austin Peay State University participates in Tennessee811.

3.1.1. In addition to contacting Tennessee811, contractor shall contact the two University locating services within 24 hours of contacting Tennessee811:

3.1.1.1. Physical Plant 931-221-7456; and

3.1.1.2. IT/Communication Department 931-221-6284

3.1.2. Contractor is responsible to ensure locate markings are conspicuous and free from debris during ongoing excavation operations.

3.1.3. On-site Pre-excavation Meeting

3.1.3.1. Excavation shall not occur until an *On-site Pre-excavation Meeting* form is signed and dated by the Project Manager.

3.1.4. See Appendix A at the end of this section for the *On-site Pre-excavation Meeting* form.

4. KEY CHECKOUT

4.1. Contractor shall obtain a signature from Capital Planning Design & Construction and submit a key request form to the Office of Operations Management, 136 Shasteen at least 24 hours prior to borrowing keys.

4.2. Contractor shall return borrowed keys prior to turnover to owner.

4.3. See Appendix B at the end of this section for *the Key Request Form*.

5. MATERIALS DELIVERY

5.1. Deliveries shall be made to the contractor's work site or home office.

5.2. Austin Peay State University will not take delivery or store materials for contractors. Deliveries will be refused and returned to the courier.

**ON-SITE
PRE-EXCAVATION MEETING**

Meeting Date: _____

Project: _____

Expected dates of excavation: _____

Attendees:

*Project Manager (PM) _____

*Physical Plant _____

*Grounds Department _____

*Information Technology _____

*Contractor _____

Sub-contractor _____

Designer _____

Public Utility Representative _____

*Mandatory Participant

Has 811 been contacted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	INITIALS
Have utilities been located and marked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are the areas of excavation marked?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Does Physical Plant approve the utility markings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Does IT approve the utility markings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Does Grounds approved the utility markings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Do Contractors understand the utility markings?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Has power, gas, steam, water, etc. been temporarily shut down for excavation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Have IT cables been pulled from all conduit and pull boxes affected by excavation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
In areas of densely packed utilities, owner will have a site observer during work who will paint exposed utilities: <i>red means don't disturb, green means okay to disturb.</i>			
Has the person who will observe and mark conduits been identified? Name(s): _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is there a need to hand-excavate? (Attach additional drawings, photos, and information)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Comments (attach additional sheets if necessary):

Contractor agrees to contact PM if unknown conduits, pipes, or lines are discovered.

Contractor Signature: _____ Date: _____

Project Manager Signature: _____ Date: _____

Capital Planning, Design & Construction

Contractor Key Request Form

-PROVIDE AT LEAST 24 HOURS NOTICE-

Key requests shall first require approval from University Design & Construction Department.

Contractors and designers requiring access to University facilities may borrow keys from the Office of Operations Management, 931-221-7021, 136 Shasteen, 8:00 AM – 12:00 PM & 1:00 PM - 4:30 PM, Monday through Friday.

PROJECT KEYS may be checked out for the duration of the project for contractors or during the design phase for designers. Final pay will not be released until all keys are returned:

FROM _____ TO _____

LIST BUILDING AND AREAS WITHIN THE BUILDING WHERE WORK IS TO OCCUR:	
UDC APPROVAL	
PROJECT NAME	
NAME & CONTACT INFORMATION (show a driver's license and business card)	
SIGNATURE*	
RETURN SIGNATURE	

Initial: _____

***Lost or stolen key will incur a charge of at least \$35/core to replace.**