

OKIE State Locates

Anyone planning to conduct excavations on campus for any reason should follow the [OSU Excavation Permit Request](#). To start the process, dial 811, 800-522-6543 or email <http://www.callokie.com/LocateRequests/>. OKIE will forward your request to Energy Services, who will submit a request to Work Control via email with related documentation attached.

Work Control will process a locate work order for the appropriate shops

1. **Problem code:** OKIELOCATE
2. Start the **WO description** with the **OKIE locate ticket number**
3. **Contact email** will be requestor from OKIE request
4. **Related Documents:** Add the OKIE request from the email
5. **Click:** Add, under Phase section
 - a. First phase on the work order will be for **grounds**,
 - i. Fund by work code **SURVEY SUPT**, pointing at **AA281030**.
 - b. Second phase will be for **SURVEY/LOCATE** shop
 - i. Fund by work code **SURVEY**. *(Manually remove shop person to change shop.)*

AiM Work Order CKIS About Logout

Save Cancel

View

- Extra Description** (highlighted)
- Reference Data
- Account Setup
- Budget Change Order
- Cost Analysis
- Condition Assessment Information
- Received Email
- Notes Log
- User Defined Fields
- Status History
- Related Documents

OKIE LOCATE Created By CKIS On 04/02/2015 01:59 PM
Last Edited by CKIS On 11/02/2015 08:55 PM

OKIE LOCATE TICKET NUMBER:

Organization: D0531
Requestor: GEOSPATIAL SYSTEMS

Region: OSU-STILLWATER
Facility: UTILITIES
Property: INFRASTRUCTURE
CAMPUS INFRASTRUCTURE TO

Status:

Project:

Desired Date:

Budget: \$0.00

Problem Code: OKIELOCATE

Type: INTERNAL: OKIE LOCATE REQUEST

Category: MAINTENANCE
ACTIVITIES THAT SUSTAIN OR
REACTIVE-UTIL

Job Priority: REACTIVE CALLS FOR UTILITIES

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	INTERNAL: OKIE LOCATE REQUEST (EMAILED FROM LOCATOR TO WORK CONTROL)		MAINTENANCE SERVICES	SURVEY SUPT	URGENT	CANCELED

6. Each shops locator will conduct the locate in the **extra description** area of the work order.
 - a. Describe which utilities are present and marked, and complete their phases.
7. Utilities technician will arrange all notes on the work order extra description.
 - a. **Take a photo** of completed locate and attach to the work order.
 - b. When complete, set a new Work Order status to **DIG PERMIT ISSUED**. *This will send an email notification to the contact email.*

If there is a need to remark **within 10 days**, open a new phase....