



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 11300.7
3JE

7 Oct 94

STATION ORDER 11300.7

From: Commanding Officer
To: Distribution

Subj: DIGGING PERMITS, ROAD CLOSURES, AND UTILITY OUTAGE PROCEDURES

Encl: (1) FMD Form 1-94

1. Purpose. To establish procedures for requesting, reviewing, and approving utility outages, road closures, and digging permits aboard the Marine Corps Air Station, Yuma. This Order pertains to water, gas, air, electrical high voltage, pneumatic, air conditioning, heating services, sewage and communication. No digging, utility outage, or road closure will be put into effect without complying with this Station Order.

2. Definitions

a. Digging: Any breaking up, turning over or removal of earth, sand, asphalt or concrete with tools, equipment or by hand.

b. Road Closure: The blocking or preventing of traffic flow on any road aboard Marine Corps Air Station Yuma.

c. Outage: The interruption of water, gas, air, high voltage electrical, pneumatic, air conditioning, heating services, sewage and communications for any length of time.

3. Procedure. This procedure consists of five parts: request, review, tenant notification, approval, and responsibility. The procedure is initiated when the requestor submits enclosure (1) to the Facilities Management Department (FMD) Customer Service Desk.

a. Request. Any government representative may submit a request. All requests are submitted to Building 888, Customer Service Desk, on enclosure (1). A minimum of seven (7) days prior to the requested date(s) will be allowed for digging permits. Other permits require 15 calendar days prior to the desired date(s). FMD's Facilities Maintenance Division will take necessary action and return a signed copy to the requestor, maintaining a signed copy at the Customer Service Desk.

b. Review. Requests will be reviewed by the Facilities Maintenance Director or authorized representative. Facilities, roads, utilities, and tenants affected will be noted on enclosure (1) by the work center supervisor and returned to requestor.

c. Tenant Notification. It is the requestor's responsibility to notify all tenants affected by the request. Affected tenants will be listed on the returned request with the building number or area, point of contact responsible for the activities of the affected area, rank, date/time, and phone number. Requestors will then coordinate with tenants concerning date and time requirements.

d. Approval. The approving officials for all FMD Form 1-94's are the Facilities Maintenance Division Director or Facilities Management Officer. Their offices are in Building 888 and may be called at extension 2394. When conditions or situations warrant, approved outages or activities can be cancelled by the Facilities Management Officer or authorized representative at any time.

e. Responsibility. Only Facilities Maintenance Division personnel are authorized to secure primary power, main water supply, main gas supply, sewer lines, pneumatic supply lines, refrigeration units over 10 tons, or boilers. **Anyone securing any utility is responsible for safety measures required by the respective regulatory codes.**



A. M. TORRANCE
By direction

DISTRIBUTION: B

REQUESTOR SHALL COMPLETE SECTIONS 1 - 4

1 FROM: _____ PHONE: _____

TO: FACILITIES MAINTENANCE DIRECTOR, BLDG 888, PH# 2394

2		FMD INVOLVEMENT ACTION	FMO INFO ONLY	(Route Digging Permits through Environmental)
	CHECK ONE	UTILITIES OUTAGE REQUEST	DIGGING PERMITS	
		ROAD CLOSURE	UTILITY OPERATION	

3

TYPE OF UTILITY: _____

PURPOSE: _____

RECOMMENDED START TIME/DATE: _____

APPROVED START TIME/DATE: _____

COMPLETION TIME/DATE: _____

NUMBER OF HOURS: _____

LOCATION (attach drawing): _____

P.O.C. AND PHONE # _____ REQUESTOR'S SIGNATURE _____

4 BEFORE TENANTS ARE CONTACTED, REQUESTOR SHALL COORDINATE WITH THE FOLLOWING:

OFFICE:	PHONE #	NAME	DATE/TIME
3VA-ENVIRONMENTAL	NCOIC x3500		
TELEPHONE	NCOIC x2205		
PMO	DISPATCHER x2285		
FIRE DEPARTMENT	FREQ. MGR. x2389		
GROUND ELECTRONICS	x3558		

DO NOT WRITE BELOW THIS LINE, FOR AUTHORIZED USE ONLY

SOMS S-4			
STATIONS S-4	NCOIC x2934		

IN CASE OF A UTILITY OUTAGE, USE THE FOLLOWING TENANT NOTIFICATION LIST:

BLDG NO.	OCCUPANT'S NAME	OCCUPANT'S PHONE NO.	NO. NOTIFIED

- FOR DIGGING:**
1. APPROVED
 2. APPROVED, NOTE & PROTECT EXISTING FACILITIES WHOSE APPROXIMATE LOCATION IS AS SHOWN ON ATTACHED SKETCH.
 3. CONTRACTOR TO VERIFY EXACT ELEVATIONS & LOCATIONS, ONLY HAND DIGGING IS AUTHORIZED

UTILITY OUTAGE: IN ACCORDANCE WITH YOUR REQUEST, THE OUTAGE IS SCHEDULED FOR _____ AS LISTED ABOVE, TENANT MUST BE APPROPRIATELY NOTIFIED.

IF ANY UTILITY LINE OR EQUIPMENT IS DAMAGED, IMMEDIATELY NOTIFY FACILITIES MANAGEMENT DEPARTMENT, CUSTOMER SERVICE, x2222.

REVIEWED BY: _____ 3JE2 PHONE NO. _____

APPROVED BY: _____ 3JE PHONE NO. _____