1. **GENERAL**
   1. **Safety and Security Emergency Management (SSEM)**
      1. Reference: <https://www.bcit.ca/safety-security/forms-documents/> for safety and shutdown procedures and related submittal documents.
   2. **Location of Existing Underground Services**
      1. Design Stage
         1. Consultant to verify the location of underground services prior to completion of design, including depths, and to determine if trenching is required.
         2. Scanning:
            1. Where records are incomplete, the area is to be scanned to confirm existing conditions.
            2. Provide the BCIT Project Liaison with the scan results.
      2. Regarding underground services, drawings shall show:
         1. Water Lines.
         2. Sanitary Sewers.
         3. Storm Drains and Sewers.
         4. Gas Lines.
         5. Steam, Condensate, and Hot Water Lines.
         6. All services located below ground level and in or below a building slab.
         7. All valve stations, trap stations, coils, dampers and ductwork not easily accessible.
         8. All conduit or duct work located below ground level and in or below a building slab.
         9. All service, sub-service and main risers conduits, all spare conduits stubbed in concealed spaces and locations of all electrical equipment essential for safe system operation.
         10. All service ducts and cables for voltages above 110/208 volts and for main communications cables.
         11. Electrical lines, duct sizes including telephone, sound radio, TV systems, fire alarms and other signal systems.
      3. Construction Stage
         1. Contractor must verify existing underground services prior to digging by calling the appropriate authorities.
            1. If there are any doubts, the contractor shall conduct a scan to confirm locations.
            2. Upon completion, provide the BCIT Project Liaison with the scan results.
         2. Approval for backfilling of underground services will not be given before BCIT and the Consultant are satisfied that the exact location of the underground services have been professionally surveyed and recorded.
         3. The Contractor must use a qualified surveyor to record horizontal and vertical locations of all underground services.
      4. Close-Out Stage
         1. Reference – as outlined in these sections:
            1. 01 78 23 Operations and Maintenance Data.
            2. 01 78 39 Project Record Documents.
         2. Include scan results.
         3. The Contractor is to locate manholes, pull pits, etc. at the centre lines by coordinates on a grid system shown on the Site Plan. Location and elevations shown on plans must be accurate to within 12mm.
         4. The Contractor is to indicate the location of all buried services as well as those caped or exposed by the work, including any abandoned services and utility infrastructure.

\*\*\* END OF **SPECIAL PROCEDURES** SECTION \*\*\*