

Dig Certificate Request

CAMPUS DIGGING POLICY:

All activities which require digging on any of the properties owned and maintained by Wake Forest University requires the application for and issuance of a WFU Digging Certificate. This process is required to:

- (1) Avoid damage to the vast underground infrastructure of Wake Forest University as well as University owned properties.
- (2) Inform appropriate personnel of digging in areas where they have a vested interest.

All signatures including final approval are required prior to proceeding.

Important Notes:

- Please allow 2 weeks from request date for processing, signature completion and approvals. Once final approval has been granted, you will receive notification to proceed.
- Person requesting the Digging Certificate must be a WFU Employee.
- If a North Carolina One-Call locate is required, their 48 hour response time begins on midnight of the day that they were called. It is the responsibility of the requester to contact NC One-Call.
- It is the responsibility of the requestor to obtain ALL required signatures marked on your request.
- Returned completed form to Planning and Construction Department in Facilities & Campus Services.
- We understand that emergencies occur. If you have an emergency situation that requires digging, please contact the Facilities & Campus Services Space Management department directly.

Information needed for Dig Certificate Request:

1. Work Order #
2. Estimated start date
3. Estimated start time
4. Project Parameters
5. Project Location
6. Department/Division
7. Contractor/Vendor/Excavating Crew