

STANDARD OPERATING PROCEDURE # AES 1.004

Subject: Campus Utility Infrastructure Map Updates Maintenance

Purpose and Scope: To formalize a departmental policy that provides direction in updating and maintaining campus facilities infrastructure utility system maps.

Policy: Campus utility infrastructure map (CAD drawing) updates / maintenance is the responsibility of Planning & Design Unit.

Procedures:

1. Exposed utility line or known location shall be documented using GPS (Global Positioning System) surveying equipment.
2. Utility line pipe diameter/size, depth, direction and pipe material shall be documented.
3. Updates shall be made to the appropriate utility map (CAD drawing).
4. P&D will take periodic trips onto campus to detect projects that are underway, which require GIS documentation; however, it will be the PM's responsibility to advise a CAD technician so that documentation can be obtained.

Developed by:

Associate Director
A&E Services
President

Approved by:

Manager Computer Drafting
Planning & Design

Dr. James Barnett,
Associate Vice
Facilities Services