



Locate Request

Physical Plant Facilities Operations Center
 Mail Code 6738
 Phone: 618-453-FOC1 (3621) Fax: 616-453-7722
 Email: foc@pso.siu.edu

FOR SIU USE ONLY
 Outside contractors
 contact JULIE directly

Requestee Name: _____ Email: _____

Department: _____

Dept. Office phone: _____ Dept. Office fax: _____

Dept. Building & Room #: _____

Onsite Contact Name:		Phone:	
County: <i>(required)</i>	Village/City <i>(urban)</i> Unincorporated Twp. <i>(rural)</i>	Name:	
Excavation Site Address or Lot Number:		<i>This information is not required, but please have available if needed for mapping of excavation site</i>	
Building or Area Name:		Latitude	Longitude
Nearest Cross St./Rd.: <i>regardless of size</i>		Section	Quarter Section
Additional Address or Directional Information to Excavation Site:			
Type of Work:			
Extent of Work:			
Will you be digging deeper than 7 feet? Yes No Unsure		Is site pre-marked in white? Yes No Unsure	
Remarks: <i>(notes to member utility companies about excavation site)</i>			
Work Date and Time: <i>must provide minimum 48 hours notice</i>			

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Please email (foc@pso.siu.edu) or fax (618-453-7722) completed form to the Facilities Operations Center.
 For any questions, call 618-453-FOC1 (3621).