

Hawaiian Telcom's Excavation Desk
Drop-off/Pick-up Process
(For Oahu Only)

Hawaiian Telcom's Excavation Desk has a Drop-off/Pick-up service only. Counter service is not available.

The location and hours of operation for the Excavation Desk are:

Drop-off/Pick-up location: 1177 Bishop St, Main Lobby
Reception Desk

Drop-off/Pick-up hours: 8:00 A.M. to 3:30 P.M. Monday through
Friday, except Holidays

At time of Drop-off, the contractor/customer **MUST**:

- a. Provide a completed and **signed** Hawaiian Telcom Drop-Off Form.
- b. Provide **3** copies of site plans, preferably half-size (11x17), and

If the Contractor/Customer provides a copy of their State, City & County or Military trenching permit application form, we will sign the copy. *(Note: If you are excavating on private property this form is not required.)*

Drop-Off Form (on reverse)

It's highly recommended that the Contractor/Customer submit drawings **at least 2 weeks prior to the start of construction** to allow for sufficient time for review of the plans provided. Excavation review will be completed on a First-In/First-Out basis. All attempts will be made to review the plans as soon as possible (typical review times have been within 5 business days). The Contractor/Customer will be contacted as soon as plans are ready for pick-up.

Please call Hawaiian Telcom's Excavation Desk at **546-7746** with any questions regarding this process.

***NEW WEBSITE FOR EXCAVATION INFORMATION** *(see below)*

For on-line information and drop-off form please visit us at:

<http://www.hawaiiantel.com/excavation>

Check on the status of your Hawaii One Call Center (HOCC) ticket at:

<http://www.managetickets.org>

EXCAVATION NOTICE FOR TONING



EXCAVATION DESK - PH: 546-7746

1177 BISHOP ST., MAIN LOBBY, EXCAVATION DROP-OFF BOX
DROP-OFF/PICK-UP HOURS: REFER TO BACK OF FORM

DROP-OFF INSTRUCTIONS:

- FULLY COMPLETED AND SIGNED HT DROP-OFF FORM
- 3 SETS OF SITE PLANS (11x17 OR SIMILAR PREFERRED)
- STATE, C&C OR MILITARY TRENCHING PERMIT APPLICATION FORM.
- PLAN REVIEW WILL TAKE ABOUT 5 BUSINESS DAYS.
- YOU WILL BE CONTACTED WHEN PLAN IS READY FOR PICK-UP.

PLEASE COMPLETE THE FIRST BLOCK AND SIGN THE GENERAL AGREEMENT AT THE BOTTOM

CONTRACTOR/CUSTOMER: _____		PHONE: _____	
E-MAIL ADDRESS: _____		MOBILE: _____	
LOCATION: _____			
DESCRIPTION: _____			
CONTRACTOR/CUSTOMER INFO		CALL HAWAII ONE CALL CENTER (HOCC)	
AFTER HOURS TROUBLE OR REPAIR PLEASE CALL "611" OR 643-6111		1-866-423-7287 5 BUSINESS DAYS PRIOR TO EXCAVATION <u>*Check your HOCC ticket status at www.managetickets.org</u>	
HT USE ONLY - RECORDS		CENTRAL OFFICE: _____	
☐ FACILITIES CLEAR OF AREA		MAP # _____	
☐ LOCATE FACILITIES: ☐ CABLES IN CONDUIT ☐ CONDUIT ☐ BURIED CABLES ☐ OTHER _____		FID # _____	
HT USE ONLY - DISPOSITION			
TONING COMPLETED BY: _____		DATE _____, 2017 TIME _____ ☐ AM ☐ PM	
TONING FACILITIES MARKED BY: ☐ PAINT ☐ WOOD STAKES ☐ OTHER _____			
TONING ACKNOWLEDGEMENT _____		DATE _____	
REVIEWED BY: _____ (Contractor/Customer)		DATE _____	
REMARKS: _____			
_____ (Issued by)			

GENERAL AGREEMENT

It is understood that the exact location of the facilities as shown on Attachment(s) _____ page(s) _____ through _____ of this agreement may differ from that shown on prints and maps or indicated by stakeouts. It is agreed that Hawaiian Telcom Incorporated shall not be liable for accuracy in locating the facilities and that the contractor must perform field verification by hand digging to also verify quantity and characteristics of underground facilities. The presence of an employee of the Hawaiian Telcom Incorporated on site shall not relieve the contractor of responsibility for field verification by hand digging, and shall not relieve the contractor from liability from any injury or damage resulting from contact with Hawaiian Telcom Incorporated facilities.

The contractor shall conduct his operations in such a manner as to avoid injury or damage to adjacent property and improvements and facilities in the street or along the line of work, including, but not being limited to, property of Hawaiian Telcom Incorporated.

Hawaiian Telcom Incorporated shall be held free and harmless from any and all claims, damages or liability from the contractor's activities.

NOTE: The notice for toning is void 90 days after the date of approval. The applicant must reapply for toning if excavation has not been completed within this 90 day period.

NOTE: Excavations with duration longer than 90 days may receive special handling. The notice for toning needs to be renewed with Hawaiian Telcom every 90 days for a record review. A weekly work schedule provided to Hawaiian Telcom may be required.

Attachment

DISTRIBUTION: Contractor
Air Pressure Supervisor
Engrg Suppt - Excavation Desk

Accepted By _____
(Contractor's Signature) (Date)
Title _____