

Instructions to the Locate Coordinator on how to use this Locate Package Coversheet

As a template, please insert your company's logo or other messaging in the top right box. Save the template somewhere safe.

For each locate, write out the job description (ex: 123 Pine Street) in the Job Field.

Record when the locate expires directly underneath.

Circle whether the locate has a sticker on it or not.

If the locate has a sticker, write out the details (Call 1-416-555-5555 to schedule meeting)

Change the name of the listed members (telcom 1, telcom 2, Electrical, gas, etc) with the names of the members on your locate sheet.

Remove the coloured bubbles next to any member you delete. Note – the colour of the bubble corresponds to the colour of the markings in the field.

Circle whether the locate response recorded is Clear or is a field locate.

Job:











Insert Logo Here

Locate Expires: __/__/__

Sticker: [Y] / [N]

Sticker details if applicable:

Package Contents:

- | | |
|--|------------------------|
|  Telecom 1 | { CLEAR } / { LOCATE } |
|  Telecom 2 | { CLEAR } / { LOCATE } |
|  Electrical | { CLEAR } / { LOCATE } |
|  Gas | { CLEAR } / { LOCATE } |
|  Water | { CLEAR } / { LOCATE } |
|  Sewer | { CLEAR } / { LOCATE } |
|  Traffic | { CLEAR } / { LOCATE } |
|  Reclaimed Wtr | { CLEAR } / { LOCATE } |
| ---- | |
|  Private Electrical | { CLEAR } / { LOCATE } |
|  Private Gas | { CLEAR } / { LOCATE } |