

UTILITIES TUNNEL ENTRY PERMIT PROCEDURE

The University of Notre Dame (UND) Utilities Department strives to maintain a reasonably safe and reasonably secure environment in the tunnel system. To this end, all parties seeking entrance to the tunnel system must follow the procedures set forth below to achieve access to the tunnel system.

1. A completed Utilities Tunnel Entry Permit Form must be filed with the Utilities Department in order to obtain permission and keys to allow entrance to the tunnel system. Each person of a work group must also sign a Waiver and Release Agreement for each Permit Form requested.
2. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
3. Parties requesting permits must appear in person at the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Utilities Tunnel Entry Permit Form. In case of an emergency, permits may be obtained outside of normal business hours by contacting the supervisor on duty at the Power Plant.
4. Failure to properly follow the Utilities Tunnel Entry Permit Procedure may result in a breach of security, damage to utilities, personal injuries (including death) and property damage. By entering a tunnel on the University of Notre Dame campus, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as for any claims, demands, actions, causes of action, damage(s), expense, cost or judgment(s) arising out of personal injuries or property damage resulting from tunnel entry on Notre Dame Property.
5. A Utilities Tunnel Entry Permit Reference Number will be assigned and given to the requesting party for reference. Upon completion of work in the tunnel, the requesting party must return to the Utilities Department to close out an entry permit. Failure to do so may result in a loss of tunnel entry privileges or disciplinary action.
6. A copy of the signed entry permit must be in the possession of the individual or individuals in the tunnel at all times. If requested this permit must be presented to University personnel who request to review said permit.
7. Along with an approved permit, a key for tunnel entry will be issued. In the case of a multiple day entry the party to which the permit is issued must return the key each day to the Utilities Department and may retrieve the key the subsequent day in order to obtain tunnel access. The key must remain in the possession of the person to whom it is issued at all times. Daily notification to the Utilities Department Office (normal business hours) or Power Plant supervisor (off hours) of both tunnel entrance and exit are required, the notifications shall occur just prior to or after tunnel entry/exit. Notification shall include the reference number, location, and a listing of all persons entering/exiting the tunnel system. Following the initial permit release said notifications may be made by telephone.
8. The following UND Utilities Systems are commonly found in the tunnel system, they include, but are not limited to:
 - Steam 125#, 70# and 10#
 - Domestic Hot Water Supply and Return
 - Electrical Power (600V class and below)
 - Communications; Fire Alarm, UND Telephone, OIT, and UND Fiber
 - Condensate Return
 - Compressed Air
 - Domestic Cold Soft Water
9. All persons entering the tunnel system shall be responsible for their own safety and shall be solely responsible for anticipating, knowing and taking all necessary precautions relative to working in such an environment. Asbestos and hazardous sources of energy exist and all appropriate measures and safety practices must be followed
10. The tunnel system is classified as a non-permit required confined space and parties seeking entry shall be qualified and equipped accordingly. Although the University has determined that the Utilities Tunnels are Non-Permit Required confined spaces under the confined space regulations, this utilities tunnel entry permit is required to protect the safety of entrants and the integrity of University systems and to monitor all tunnel activity.
11. When a project has been completed if any as-built changes are needed to Utility system drawings please provide this information to; Jim Pfeil (Sr. Cad Technician) 100 Facilities Bldg, Notre Dame, IN 46556-5663, 574-631-6594.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

I hereby acknowledge that as a requestor of Utilities Tunnel Entry Permits I have reviewed the University of Notre Dame Utilities Entry Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du Lac.

TUNNEL ENTRY
WAIVER and RELEASE AGREEMENT

I, _____, individually, and on behalf of my heirs, successors, personal representatives and assigns, am a person of legal majority. The University of Notre Dame du Lac (“the University”) has agreed to grant me access to one or more tunnels on or about the University’s property (“the Tunnels”). I understand and hereby acknowledge that I am not required to use or access the Tunnels and that my use thereof, and access thereto, is wholly voluntary. I hereby represent and warrant that I possess the amount of knowledge, training and experience necessary to access and use the Tunnels safely, without further training, instruction, education or orientation of any kind. In consideration of being allowed to use and access the Tunnels, the receipt and sufficiency of which consideration is hereby acknowledged, I agree as follows:

1) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release, acquit and forever discharge the University, and its employees, agents, servants, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, damages, costs, expenses and/or attorneys fees, which arise out of, occur during or result from my use of, or access to, the Tunnels.

2) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the University, and its employees, agents, servants, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss or damage that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, judgments, costs or expenses, including attorneys fees, which result from, occur during, or arise out of my use of, or access to, the Tunnels at any time.

3) I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Indiana, that it is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

4) In signing this Waiver and Release I hereby acknowledge and represent that I have read this entire document, that I understand its terms and provisions, that by signing it I am giving up substantial legal rights I might otherwise have, that it is a binding agreement, and that I have signed it knowingly and voluntarily.

Dated: _____, 20____.

(Signature)

Name (printed)

(Company Name)

**UNIVERSITY OF NOTRE DAME
UTILITIES TUNNEL ENTRY PERMIT**

***** KEYS MUST BE CHECKED OUT AND RETURNED EACH BUSINESS DAY *****

Permit No: _____

Key No: _____

PART A - REQUEST

Section I - Requesting Party

Key Returned: _____

Firm Name:	Date:
Street Address:	Time:
Contact Person:	Phone:
	Fax:

Section II - University of Notre Dame Contact

Department:	Contact:	Phone:
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Section III - Details of Entry

Entry Date:	Exit Date:
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Access/Accesses to be Used:

Reason for Entry:

List of all Persons seeking entry (each person must sign a Waiver and Release Agreement)

PART B - ENTRY PERMIT

Entry to commence not before the following date:

Date:	Time:
Permit Granted by:	Date:
Permit Received by:	Date:

PART C - ENTRY LOG

Entry/Exit Notification required for each work session, minimum daily notification required:

Date	Enter Time	Exit Time	Notifier	Contact No.	Work Party Members

Notes:

