

<b>BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST</b> <i>(See Instructions on Reverse)</i>		DATE PREPARED
1. Clearance is requested to proceed with work at _____ on Work Order No. _____, Contract No. _____, involving excavation or utility disturbance per attached sketch. This area <input type="checkbox"/> has <input type="checkbox"/> has not been staked or clearly marked.		
2. TYPE OF FACILITY/WORK INVOLVED <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> A. PAVEMENTS</div> <div style="width: 33%;"><input type="checkbox"/> D. FIRE DETECTION &amp; PROTECTION SYSTEMS</div> <div style="width: 33%;"><input type="checkbox"/> G. AIRCRAFT OR VEHICULAR TRAFFIC FLOW</div> <div style="width: 33%;"><input type="checkbox"/> B. DRAINAGE SYSTEMS</div> <div style="width: 33%;"><input type="checkbox"/> E. UTILITY <input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND</div> <div style="width: 33%;"><input type="checkbox"/> H. SECURITY</div> <div style="width: 33%;"><input type="checkbox"/> C. RAILROAD TRACKS</div> <div style="width: 33%;"><input type="checkbox"/> F. COMM <input type="checkbox"/> OVERHEAD <input type="checkbox"/> UNDERGROUND</div> <div style="width: 33%;"><input type="checkbox"/> I. OTHER</div> </div>		
3. DATE CLEARANCE REQUIRED		4. DATE OF CLEARANCE
5. SIGNATURE OF REQUESTING OFFICIAL		6. TELEPHONE NO.
7. ORGANIZATION		
ORGANIZATION	REMARKS <i>(Use Reverse for additional)</i>	REVIEWER'S NAME AND INITIALS
8. <div style="display: flex; flex-direction: column; align-items: center;">             B A S E  C I V I L  E N G I N E E R I N G           </div>	A. ELECTRICAL DISTRIBUTION B. STEAM DISTRIBUTION C. WATER DISTRIBUTION D. POL DISTRIBUTION E. SEWER DISTRIBUTION F. ENVIRONMENTAL G. PAVEMENTS/ GROUNDS H. FIRE PROTECTION I. ZONE <u>Alarms</u> J. OTHER <i>(Specify)</i> Internet (Allied Telesis)	N/A
9. SECURITY POLICE		
10. SAFETY		
11. COMMUNICATIONS		
12. BASE OPERATIONS		
13. CABLE TV		
14. COMMERCIAL UTILITY COMPANY <input type="checkbox"/> TELEPHONE <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC		N/A
15. OTHER <i>(Specify)</i> <u>DLA</u>		
16. REQUESTED CLEARANCE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
17. TYPED NAME AND SIGNATURE OF APPROVING OFFICER <i>(Chief of Operations Flight or Chief of Engineering Flight)</i>		17a. DATE SIGNED

### **INSTRUCTIONS**

*The BCE work clearance request is used for any work (contract or in-house) that may disrupt aircraft or vehicular traffic flow, base utility services, protection provided by fire and intrusion alarm system, or routine activities of the installation. This form is used to coordinate the required work with key base activities and keep customer inconvenience to a minimum. It is also used to identify potentially hazardous work conditions in an attempt to prevent accidents. The work clearance request is processed just prior to the start of work. If delays are encountered and the conditions at the job site change (or may have changed) this work clearance request must be reprocessed.*

18. REMARKS. *(This section must describe specific precautionary measure to be taken before and during work accomplishment. Specific comments concerning the approved method of excavation, hand or powered equipment, should be included.)*