

**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**

HT Use Only	
<input type="checkbox"/> <b>HOCC TICKET*</b> <input type="checkbox"/> MARK AREA <input type="checkbox"/> AERIAL AREA <input type="checkbox"/> CLEAR AREA <input type="checkbox"/> INCOMPLETE REQUEST/INSUFFICIENT INFORMATION	NO.: _____  HOCC TICKET DATE: _____
Date Stamp Area	
RECEIVED: _____	

CONTRACTOR/CUSTOMER: _____	PHONE: _____
E-MAIL ADDRESS: _____	MOBILE: _____
LOCATION: _____	
DESCRIPTION: _____	

<b>CONTRACTOR/CUSTOMER INFO</b>  AFTER HOURS TROUBLE OR REPAIR PLEASE CALL "611" OR 643-6111	<b>CALL HAWAII ONE CALL CENTER (HOCC)</b> <b>1-866-423-7287</b> 5 BUSINESS DAYS PRIOR TO EXCAVATION *Check your HOCC ticket status at <a href="http://www.managetickets.org">www.managetickets.org</a>
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<b>HT USE ONLY - RECORDS</b>	CENTRAL OFFICE: _____	MAP # _____
<input type="checkbox"/> FACILITIES CLEAR OF AREA		FID # _____
<input type="checkbox"/> LOCATE FACILITIES: ⇨	<input type="checkbox"/> CABLES IN CONDUIT <input type="checkbox"/> CONDUIT <input type="checkbox"/> BURIED CABLES <input type="checkbox"/> OTHER _____	

<b>HT USE ONLY - DISPOSITION</b>	TONING COMPLETED BY: _____ DATE _____, 2017 TIME _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
	TONING FACILITIES MARKED BY: ⇨ <input type="checkbox"/> PAINT <input type="checkbox"/> WOOD STAKES <input type="checkbox"/> OTHER _____	
	TONING ACKNOWLEDGEMENT _____ DATE _____ (Contractor/Customer)	
	REVIEWED BY: _____ 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 \_\_\_\_\_