

# STATE UNIVERSITY CONSTRUCTION FUND PROGRAM DIRECTIVES

DIRECTIVE 16-5

Issue date: June 2002

## RELOCATION OF TELEPHONE CABLES AND EQUIPMENT

Where telephone cables or related equipment is to be relocated, whether outdoors or within a building, Consultants are to proceed as follows:

1. Contracts requiring relocation of phone company telephone cables and/or equipment are to be brought to the attention of the proper telephone company by a letter with a request for a cost proposal. If the telephone system belongs to the campus, the letter should be directed to Physical Plant Director. The Fund project coordinator should be copied on all correspondence.
2. All costs of relocating cables and/or equipment belonging to a phone company is to be included in the project cost. The consultant should review the scope with the campus personnel responsible for the campus telephone/data system to get their concurrence that the work will restore the telephone system to proper operating condition.
3. If the telephone system belongs to the campus the required scope of work for relocation shall be included in the project bid documents.
4. The Contractor shall contact the utility company during the preparation of his bid and include all costs in the bid.

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