**Utility Conference Meeting Minutes**

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| Date Held: |  | **Attendee Listing On Last Page** |
|  |
| Contractor: |       |
|  |
| Contract: |       | Estimated Start Date: |       |
| Project #: |       | Estimated Completion Date: |       |
| Reference #: |       | Estimate Cut Off: |       |
| Effective Date: |       | Days Allowed: |       |
|  |
| Project Superintendent: |       |
|  |
| CEI Personnel: |       |
|  |
|  |
| **The Following Information was Discussed and Materials, if Applicable, were Received at the Meeting.** |
|  | **DISCUSSED** | **RECEIVED** | **N/A** |
| 1. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 2. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 3. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 4. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 5. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 6. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 7. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 8. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 9. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 10. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 11. |       | **[ ]**  | **[ ]**  | **[ ]**  |
| 12. |       | **[ ]**  | **[ ]**  | **[ ]**  |
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**Utility Conference Meeting Minutes (continued)**

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| **Traffic Control:** | 24 Hour Emergency ContactPerson **( N/A [ ]  )** |  |
|  | Name: |       |
|  | Home Telephone: |       |
|  | Mobile/Pager: |       |
|  |
| **Erosion Control:** | 24 Hour Emergency ContactPerson **( N/A [ ]  )** |  |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
|  |
| **Customer Service:** | Customer Service Representative **( N/A [ ]  )** | (Stand. Spec. 105.05) |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
|  |
| **Employee Safety:** | 24 Hour On-Site ContactPerson **( N/A [ ]  )** | (Circular Letter 107.01-01) |
|  | Name:       |
|  | Home Telephone:       |
|  | Mobile/Pager:       |
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**Utility Conference Meeting Minutes (continued)**

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| **Utilities:( N/A [ ]  )** |
|  | Discussed | N/A |
| 1. | Our office is to be notified 48 hours in advance of any work performed. | **[ ]**  | **[ ]**  |
| 2. | Utilities & Contractor are to coordinate their work with each other. | **[ ]**  | **[ ]**  |
| 3. | Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT. | **[ ]**  | **[ ]**  |
|  |
| 4. | tdot Utility Coordinator: |       |
|  |  |
| 5. | **utilities involved:** |  | **Reimbursed** | **Non Reimbursed** |
|  |       | **[ ]**  | **[ ]**  |
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| **utility Special notations: ( N/A [ ]  )** |
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**Utility Conference Meeting Minutes (continued)**

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| **Attendee Listing** |
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| **Company** | **Name** | **Phone Number** |
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