



INSURANCE ASSOCIATES  
A Marsh & McLennan Agency LLC Company

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## DAMAGE TO UNDERGROUND EQUIPMENT REPORT FORM

***This form is to be completed by the foreman immediately following an incident causing damage to underground lines or other underground equipment.***

Named insured (company name):

Incident form completed by (signature or name):

Today's date:

Contact name:

Contact phone # (if different from office phone # ie: cellular):

Owner of damaged underground lines/equipment:

- Comcast
- Baltimore Gas & Electric
- PEPCO
- VEPCO
- Washington Gas Light
- Washington Suburban Sanitary Commission
- Verizon
- Other (specify):

Date of loss:

Date job started:

Foreman on duty:

Location (street, city & state) of loss:

Was the utility company (shown above) or Miss Utility contacted before work began?:

Yes  No

If yes, give name and date:

Who made the call?:

Job Position:

If no, state reason:

Did a representative of the utility company stake out the lines before work had begun?:  Yes  No

If yes, approximate date:

Utility locator company ticket # (include copy of ticket w/this form):

If no, why not?:

Were you within two feet of marked line?:  Yes  No

Were lines staked correctly?:  Yes  No

If no, give details (Was this line completely unmarked? Was it marked in the wrong place? If so, how far off? Etc.):

Type of equipment that caused damage:

- Backhoe
- Hand Shovel
- Tamper
- Other (specify)

Name of equipment operator:

What was damaged:

- Pipe, number of feet:
- Electrical Cable, number of feet:
- Meter or gauge box
- Other (specify)

Was the damaged equipment visible and/or uncovered before it was struck?:  Yes  No

Approximately how long did it take the utility company to repair?:

How many workers did they send?:

Do you feel that your company is at fault?  Yes  No

If no, why?:

Additional Notes/Diagrams: