Stanford University Utilities Division

Procedure for Obtaining New Utilities Services

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New utilities service application forms for each system are available on-line in the Document Library

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In order to successfully obtain new utilities services, project managers/sponsors need to follow the procedure described below. This procedure is not new, but is intended to inform and document the steps necessary for the Utilities Division of LBRE to provide new utilities services while performing their primary function of operating and maintaining existing systems with minimum disruption. Utilities included in this process are those provided by Utilities, which are: electricity (for both buildings and infrastructure such as lighting), steam, chilled water, domestic water and fire services, lake (irrigation) water, recycled water, sanitary sewer, and storm drainage. For electricity outside the SU service area, and for all natural gas, the PM needs to contact either PG&E or the City of Palo Alto directly. For communications, contact SU Networking/Communications. The procedure for new SU utilities services covers all the steps from initial request through activation and acceptance, and is as follows:

1. ***Request for new service:***
   a. *Project description:*
      The Stanford project manager/sponsor (PM) for the project needing new service, or modifying an existing service, prepares a description of the project and identifies the new utilities services anticipated. The description should include information to roughly quantify the utility service needed, such as building use and square footage, and indicate the proposed location of the project or new service connection. Utilities system managers will provide forms for this purpose, and a copy of the current service request forms (one for each utility system) is attached.

   b. Timing of request for new service:
      New services need to be requested as part of the project's formulation and far enough in advance for the full procedure outlined below to be followed. Typically, the project pays for new utility services from the closest point of available capacity, which may well be some distance off the project site. New utilities services for a group of new buildings that may require regional utilities system upgrades need to be requested at least 24 months before service is needed in order to be considered for inclusion in the Capital Utilities Program.

   c. Request submittal:
      The Stanford PM submits a written request (e.g., email) for the new utility service. For a new building project requiring multiple utilities services, the request should be sent to the Director of Utilities (currently Mike Goff – cgoff@stanford), who will then assign a Utilities representative for the project. For projects requiring just a single utility service, such as a new path light or new fire service, or an upgrade to an existing service, the request should be made to the respective utility system manager, as follows:

Electric power:	Power System Manager (currently Rich Bitting – rbitting@stanford)
Steam:	Steam System Manager (currently Dean Murray - deanm@ stanford)
Chilled water:	Civil Infrastructure Manager (currently Tom Zigterman - twz@stanford)
Domestic water (& fire):	"
Lake water (irrigation):	"
Recycled Water:	"
Sanitary sewer:	"
Storm drainage:	"

d. *Utilities' response to service request:*
The Utilities' representative or system manager responds to the request, indicating either concurrence and providing design requirements or revisions needed to enable the service request to be met, or denies service request (which would only occur because of inadequate system capacity, outside service area, etc.). Also at this time, Utilities will determine with the Stanford PM how new utilities needed will be funded and which new utilities will be managed by Utilities and which will be managed by the project. The Utilities Division will manage the design, permitting and construction of utilities work in order to control system shutdowns, resources, and quality, unless as mutually agreed otherwise.

2. Design and design review (for utilities managed by the building project team):

a. *Design approach:*
The project's design engineers meet with utilities system managers/engineers to work out service approach for needed service.

b. *Design standards:*
The project's design team verifies that the design of new utilities incorporates current Utilities' standard specifications and details.

c. *Deviations submittal:*
Any proposed deviations from Utilities' standards are to be submitted in writing to the appropriate system manager.

d. *Review of proposed deviations:*
The Utilities system manager reviews proposed deviations and sends a written response to the designer with a copy to the Stanford PM. The response will consist of either an acceptance of the proposed deviation or refusal with an explanation.

e. *Plans review process:*
Designers of new utilities systems are encouraged to meet with Utilities system managers to informally review the design approach for new utilities. The design team proceeds through the design process with formal design review submittals through the Stanford PM to Maps & Records in both hard copy and electronic form in accordance with their requirements, for review by the various Stanford facilities groups. The phases are schematic design, design development (or 50% construction documents), 90% construction documents, and 100% construction documents. The review period for each phase is generally two weeks.

f. *Review comments:*
Reviewers' comments on utilities issues are compiled by the Utilities project representative and sent in writing or electronically to the Stanford PM.

g. *Designer's response:*
The designer responds to each comment in writing to the Stanford PM. The Stanford PM sends the responses to the Utilities project representative. Subsequent design phase drawings and specifications will not be reviewed unless preceded or accompanied by the designer's responses. Stanford reviewers will not be expected to check drawings and specifications to verify that prior comments have been addressed; that obligation rests with the project's designer and the Stanford PM.

3. ***Permits:***

   The Stanford PM (or designee) prepares all permit applications and covers all fees for the project's utilities for all utilities to be constructed by the project's general contractor. Utilities constructed under Utilities' management will be covered by permits obtained by Utilities.

4. ***Inspection:***

   a. *Submittals:*

      The Stanford PM transmits submittals for all utility system components to the appropriate Utilities system manager or Utilities project representative for review at least two weeks prior to ordering materials.

   b. *Non-Stanford inspections:*

      The Stanford PM establishes a communication system to call for inspections by outside permit agencies, for all utilities components to be constructed by the project's general contractor.

   c. *Stanford inspections:*

      The Stanford PM establishes a communication system to call for inspections by Utilities staff for all utilities system components to be turned over to Utilities. The contractor and Stanford PM are responsible for notifying Utilities personnel about the project's construction schedule in general and upcoming specific inspections needed at least three work days prior to backfilling or otherwise concealing constructed utilities. Inspection requirements will be provided by each shop.

5. ***Connections and service activations:***

   Connections of all utilities systems to existing utilities will either be made by Utilities or the project's general contractor under Utilities' direction, as determined during the design process. All required shutdowns and valving/switching operations are managed by Facilities Operations, in accordance with Facilities Operations' shutdown policy. All required testing shall be satisfactorily completed prior to scheduling connection to existing systems. Under no circumstances shall new connections to existing utilities systems be made by project contractors without the approval of the appropriate Utilities system manager. New utilities services shall be activated by SU Utilities Division staff following completion of all required testing and inspections (see service activation checklists for each utility system).

6. ***Asbuilts:***

   Asbuilts of the project's utilities systems shall be prepared by the designer and submitted to Maps and Records in both hard copy and electronic form, per their requirements.

7. ***Acceptance:***

   a. *Statement of completion and request for acceptance:*

      Following completion of all work to the satisfaction of Utilities, the Stanford PM and/or the general contractor submits a written request to the appropriate Utilities system manager that the utility service is completed, tested and inspected, and is ready to be turned over to SU Utilities.

   b. *Acceptance:*

      The utilities system manager then responds in writing notifying the Stanford PM of acceptance by SU Utilities of the utility service and the date which the system will be taken over. Warranty periods required by the contract documents will then commence. Acceptance of the system by Utilities does not relieve the contractor from responsibility for deficiencies in material or workmanship of the utilities installed. New utilities service(s) will be billed to the occupying Stanford entity (instead of the project) effective as of the date of acceptance of the service.