



## Design Standard

### Procedures for Receiving & Disconnecting Temporary and Permanent Utility Services

This standard was revised on May 19, 2017, and the latest changes are underlined. Please refer to Part 6 of this standard for full revision history.

Scope in this Section:

- New temporary utility connections and metering for construction purposes.
- Existing utility service connections and metering in renovation and construction.
- Permanent new utility service upgrades, connections, and metering, for construction or renovation.
- Utility connections, investigations and Contractor charges for construction or renovation.

Detailed specifications follow.

#### **PART 1 - GENERAL**

- 1.01** Texas A&M University (the Owner) maintains and operates full service utility production and distribution assets which serve the College Station campus and the RELLIS campus<sup>1</sup>. Temporary and/or permanent utility services and metering required for a project may include primary and secondary type Electrical Distribution Systems, Chilled Water, Heating Hot Water, Domestic Cold Water, Domestic Hot Water, Sanitary Sewer, and Refuse Collection.
- 1.02** Unless otherwise noted in the contract documents, the TAMU Utilities & Energy Services Department will investigate, approve and activate all temporary and permanent utility services and metering to construction sites, campus facilities, buildings and structures.
- 1.03** The general responsibilities for requesting and receiving required utility connections and metering are: the Contractor, the delegated University Project Management Authority, and TAMU Utilities & Energy Services. A delegated University Project Management Authority could be one of the following:
- A. Department of Facilities Planning & Construction (FP&C)
  - B. SSC Facilities Services Engineering Design & Construction Services (EDCS)
  - C. Other authorized University Project Management Authority
- 1.04** RESTRICTIONS
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be



isolated from the public water system by air gap or an appropriate backflow device.<sup>2</sup>

- B. No cross-connection between public drinking water supply and private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.<sup>2</sup>
- C. No connection that allows water to be returned to the public drinking water supply is permitted.<sup>2</sup>

#### 1.05 TERMS OF SERVICE

- A. Refer to Appendix A for installation of fire hydrant and backflow prevention assembly.<sup>4</sup>
- B. Utilities and Energy Services will provide and install the water meter.<sup>3</sup>
- C. The customer shall, at his/her expense, purchase, properly install, test, provide field supporting device, and maintain RPZ backflow prevention device required by the TAMU's Utilities and Energy Services. Copies of all water testing and maintenance records shall be provided to UES.<sup>3</sup>
- D. Water from the hydrant can only be turned on by TAMU personnel. A meeting time shall be set up for the water to be turned on and the backflow device be tested by a licensed plumber hired by the customer. TAMU personnel are to be given the test results.<sup>3</sup>
- E. All RPZ type backflow preventers must be rechecked annually at the expense of the customer.<sup>3</sup>
- F. The customer is responsible for damages to his/her installed equipment and is responsible for damage to the meter and or fire hydrant that is a result of misuse.<sup>3</sup>

## **PART 2 - TEMPORARY UTILITY CONNECTIONS AND METERING FOR CONSTRUCTION PURPOSES**

- 2.01 To activate an account for utility services with TAMU Utilities & Energy Services, the Contractor shall submit the completed form, Application to Receive Utility Services form, through the Project Management Authority, within ten days of receiving notification of contract award. The Application to Receive Utility Services form can be found at <https://utilities.tamu.edu/customer-service/>. The completed Application to Receive Utility Services form is to be sent to TAMU Utilities & Energy Services, contact information is on the application.



- 2.02 Utility rates for all commodities can be found at <https://utilities.tamu.edu/customer-service/>
- 2.03 Billing inquiries may be made by telephone from 9:00am to 4:00pm, Monday through Friday directly to the TAMU Utilities & Energy Services Department, contact information is located on each Application Form.
- 2.04 Unauthorized utility connections constituting un-metered services installed by a Contractor or its sub-contractor is strictly prohibited and may be referred to the University Police Department for its investigation. Any tampering of, or modification to, TAMU metering devices is strictly prohibited. In addition to potential legal implications, the Contractor will be responsible for all costs associated with properly provided utility connections, as well as TAMU Utilities & Energy Services estimated costs of un-metered utility services received by the Contractor.
- 2.05 All utility extensions from the metering points are the responsibility of the Contractor. These installations must conform to applicable plumbing, electrical and health codes and all standards required by the contract documents. Service extensions beyond any metering point that are installed by the Contractor shall be approved by TAMU Utilities & Energy Services prior to activating any utility services.
- 2.06 The Contractor, through the Project Management Authority, shall notify TAMU Utilities & Energy Services no less than 30 days prior to requesting termination of temporary utility services by submitting the completed form, Application to Disconnect Utility Service. The completed Application to Disconnect Utility Service is to be sent to the TAMU Utilities & Energy Services, contact information is on the application. The Application to Disconnect Utility Service is located at <https://utilities.tamu.edu/customer-service/>
- A. The Contractor, through the Project Management Authority, shall notify TAMU Utilities & Energy Services no less than 30 days prior to requesting a transfer of Utilities from them to the University. The Application to Transfer Utility Service is located at <https://utilities.tamu.edu/customer-service/>
- 2.07 The Contractor is responsible for payment of all utility costs associated with its temporary or permanent services.

### **PART 3 - TEMPORARY AND PERMANENT SERVICE FOR NATURAL GAS**

- 3.01 Natural gas services and metering are provided by the Local Distributing Company (LDC). When service connection or disconnection is required, the contractor or University Project Management Authority must contact TAMU Utilities & Energy Services to request the change be made. The Energy Office



will contact the LDC, arrange for the service order and record any changes for billing and tracking purposes.

- 3.02** Liquefied propane gas (LPG) is prohibited unless approved in advance by Utilities & Energy Services and the Environmental Health & Safety Department and written authorization is obtained. LPG stored and used on a construction site must be coordinated with and approved by the University Project Management Authority, and conform to all applicable University safety guidelines.
- 3.03** Permanent gas services to a new or existing structure, as may be required under a construction contract, including the meter installation and service extensions shall be coordinated through Utilities & Energy Services and the University Project Management Authority and the LDC. Please provide this information in the Application to receive Utility Service located at <https://utilities.tamu.edu/customer-service/>
- 3.04** Contractor has responsibility for all costs associated with temporary or permanent gas service, up to the date University Project Management Authority has determined a date of beneficial occupancy of the building, which includes connection fees, fixed and/or variable monthly charges, late fees, transactions costs, disputed charges, and any other administrative costs.
- 3.05** Payment for natural gas will be transferred from the Contractor to the TAMU Utilities & Energy Services Department at beneficial occupancy.

#### **PART 4 - PERMANENT UTILITY SERVICES IN CONSTRUCTION CONTRACTS, EXISTING OR NEW**

- 4.01** Permanent utility services in new construction or renovation may be classified as existing services not requiring an upgrade, existing services that will require an upgrade, or a new permanent service installation.
- 4.02** A Contractor who assumes control of an existing facility in its entirety, for renovation purposes, shall be responsible for all billing costs associated for utility commodities consumed.
- 4.03** The Owner may waive any utility service costs associated with new construction and renovation, when it has been determined that utility consumption by a Contractor is either negligible, indeterminable from utility usage of ongoing Owner functions, or for other possible reasons not specified herein.
- 4.04** There are no utility costs or fees being waived by the Owner in this contract. The Contractor is not exempt from any costs of special services that it requests TAMU Utilities & Energy Services to investigate.



- 4.05 Any costs associated with extensions and upgrades for permanent utility services will be covered by project construction funds. Payment of monthly costs of utility services used or consumed by the Contractor is the Contractors' responsibility and is subject to all payment provisions stated in this contract.
- 4.06 When terminating utility services, the Contractor is responsible for submitting the completed form, Application to Disconnect Utility Service. The final billing for utilities will be prorated to the day that beneficial occupancy is deemed to have occurred by University Project Management Authority.

**PART 5 - METERING FOR PERMANENT UTILITY SERVICES**

- 5.01 New campus buildings, and major renovations of existing buildings, will use electronic utility metering. Metering devices will be certified "revenue-quality", be of the type TAMU Utilities & Energy Services has standardized on, and will be connected electronically, by the Contractor, to the campus building automation system, or power monitoring system via campus Ethernet.
- 5.02 Metering points in this project may include, but are not limited to, Electrical, Chilled Water flow and temperature difference, Heating Hot Water flow and temperature difference, Domestic Cold Water, Domestic Hot Water, and Steam.
- 5.03 Important information on metering, and other TAMU design standards, are located at <https://utilities.tamu.edu/design-standards/>

**PART 6 - REVISIONS TO DESIGN STANDARD**

Revision #	Date	Location	Brief Description
1	5/17/2017	Part 1.01	RELLIS campus added to standard.
2	5/17/2017	Part 1.04	Restrictions added to standard.
3	5/17/2017	Part 1.05	Terms of Service added to standard.
4	5/19/2017	Part 1.05	Appendix A added to standard.



**UTILITIES & ENERGY  
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**APPENDIX A  
TYPICAL INSTALLATION DETAIL FOR FIRE HYDRANT AND  
BACKFLOW PREVENTION ASSEMBLY  
TEMPORARY WATER SERVICE**

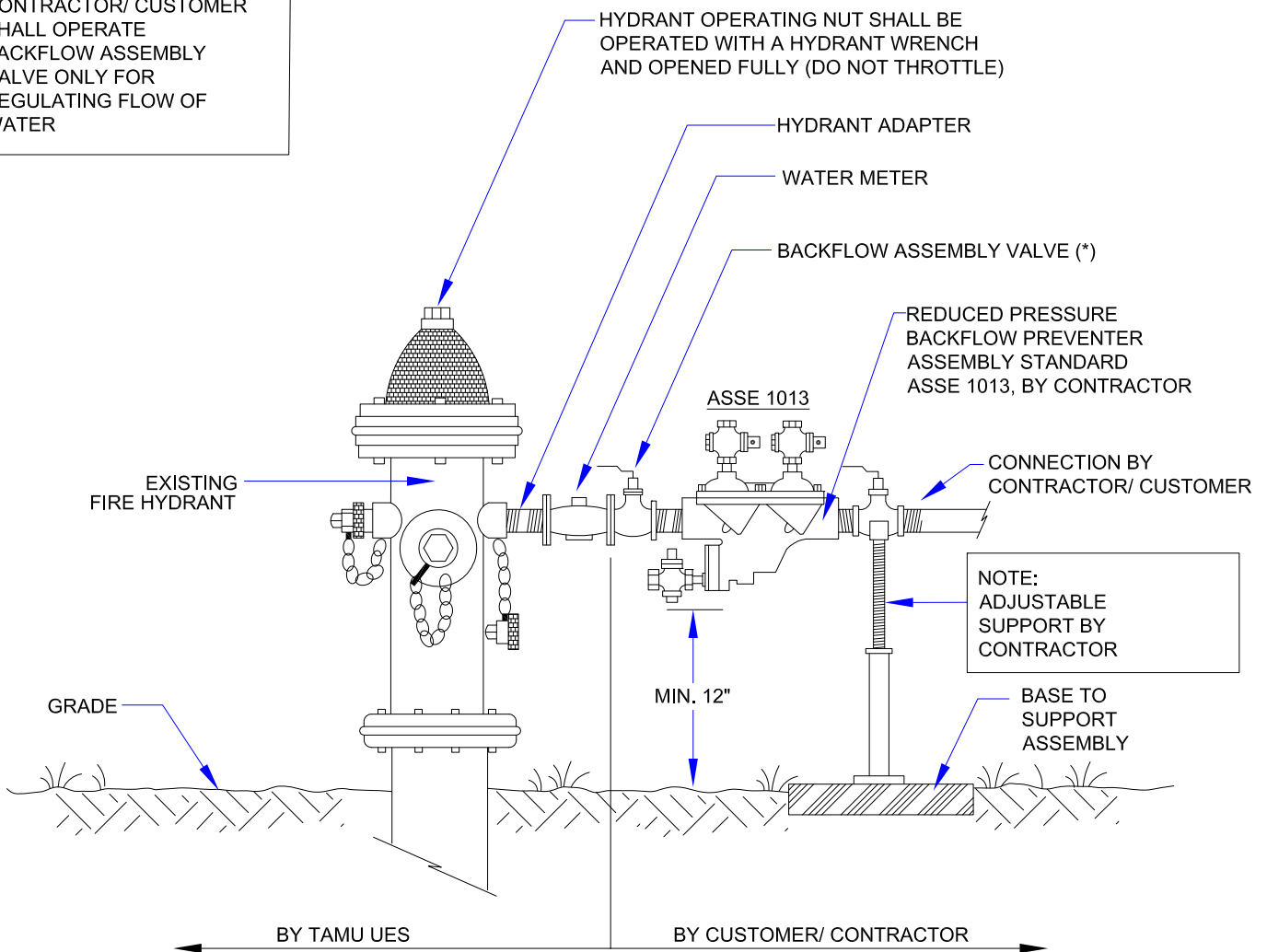
# UTILITIES AND ENERGY SERVICES

## TYPICAL INSTALLATION DETAIL FOR FIRE HYDRANT AND BACKFLOW PREVENTION ASSEMBLY TEMPORARY WATER SERVICE

1. CUSTOMER/ CONTRACTOR SHALL CONNECT BACKFLOW ASSEMBLY, PIPING AND SUPPORT STAND AS ILLUSTRATED BELOW TO OWNER PROVIDED AND CONNECTED METER.
2. ALL FITTINGS, PIPING, VALVES AND MATERIALS INCLUDING THE APPROVED REDUCED PRESSURE BACKFLOW STANDARD (ASSE 1013) PREVENTION ASSEMBLY SHALL BE FURNISHED BY CONTRACTOR.
3. BACKFLOW ASSEMBLY SHALL BE TESTED ON INITIAL USE AND ANNUALLY THEREAFTER.
4. CONTRACTOR/ CUSTOMER SHALL PROVIDE PROTECTION FOR ASSEMBLY FROM DAMAGE.

### WARNING

CONTRACTOR/ CUSTOMER SHALL OPERATE BACKFLOW ASSEMBLY VALVE ONLY FOR REGULATING FLOW OF WATER



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