



## UTILITIES & MAINTENANCE

# SERVICE REQUEST FORM PROCEDURE

October 28, 2019

Rev. 1

### PURPOSE

In order to ensure that newly constructed building systems are ready for University provided utility services the applicable specific System Request Form(s) must be completed and returned to the University of Notre Dame Utilities Department in order to schedule system checkout and service initiation. Failure to provide this completed request may result in project schedule delays. From the receipt of this form by the Notre Dame Utilities Department a service date will be scheduled within a maximum of two (2) weeks. **Systems are NOT to be operated using University produced utilities prior to system checkout.**

### GENERAL

The building envelope must be fully enclosed and secure. The corresponding building system(s) including the associated control and monitoring system must be as complete as possible prior to requesting service. The following are **minimum** requirements for service initiation.

#### Building Envelope

The building envelope must be fully enclosed using permanent construction. Fully enclosed means weather tight, thermally isolated, with doors and windows installed. For large buildings, service may be activated for separate portions of the building to accommodate phased construction. Each portion of the building must still be fully enclosed using permanent construction. For temporary heat only, service may be activated without permanent windows, doors, or complete thermal isolation. However temporary methods such as plastic sheeting covering window and door openings will be required. Also, the contractor must submit as part of the Service Request a schedule indicating completion dates for each outstanding building envelope component.

#### Secure Access

The room in which each respective service can be isolated (shut-off) must be secure with joint UND/contractor locks. This includes access to the utilities tunnel.

Temporary enclosures must also be in place within the utilities tunnel with only UND locks. The temporary enclosures are to separate and secure the work site within the utilities tunnel from the balance of the utilities tunnel, thus preventing unauthorized access to the balance of the University tunnel system.

#### Building System

The respective building system must be fully operational using permanent components and equipment. System components that are to be put into service must be fully prepared for

service and tested. Equipment must be on permanent power and controls with all operating components (valves, breakers, etc.) and instrumentation (gauges, meters, etc.) fully commissioned. Temporary provisions such as extension cords, open condensate barrels, etc. will not be allowed.

#### Remote Monitoring

Remote monitoring of the system is not required to initiate service, however the contractor must submit as part of the Service Request a schedule indicating when remote monitoring is to be completed.

#### Contractor Sign-off

As part of the request form, the contractor will need to attest to the following statement.

*We the following contractors do certify that all work will be complete by the requested service initiation date for the above mentioned system. Such work shall include all necessary electrical work, mechanical piping, controls, etc. that is necessary to fully operate the aforementioned systems.*