

UTILITY SERVICE REQUEST

INSTRUCTIONS: Please complete all fields and return via email attachment to U&E Data Analyst at ddg0005@auburn.edu Have questions? Call 844-2796
 A separate form is required for each utility type. Submit form as soon as possible after Notice to Proceed.

Project Manager Name

Project Manager Telephone #

Project Name

Project #

Building Code
(example AA_X1234)

Building Name
or Location

WO#

Date Service Required

Who will install or disconnect utility?

Action	Install	Temporary or Permanent	Permanent
	Remove (Meter Serial # required below)		Temporary

Meter Serial #

Utility Type	Natural Gas	Is this a hydrant request?	NO	For all water meter requests, is a Backflow Preventer being installed or removed?	NO
	Water and Sewer		YES		YES
	Water Only (no Sewer)				
	Chilled Water				
	Hot Water				
	Electric				

Is this a submeter? NO YES

NOTES:

For Natural Gas Only: complete all blanks

Minimum Btu	Maximum Btu	Average Btu
Building Design Service Pressure	PSI OR Inches of Water Column	

For Water, Chilled Water, or Hot Water Only: complete all blanks

Minimum GPM	Maximum GPM	Average GPM
Service line size (inches)		

For Electric Only: complete all blanks

Service Capacity Voltage	Service Capacity Amps	Phase	Single Three
--------------------------	-----------------------	-------	-----------------

NOTES:

For Utility & Energy Management Use:

Utility Service Request #	Date Request Received from Project Manager <input style="width: 100px; height: 15px;" type="text"/>	Date Request Forwarded to Utility Supervisor <input style="width: 100px; height: 15px;" type="text"/>
---------------------------	---	---