

# UTILITY SERVICE REQUEST

**INSTRUCTIONS:** Please complete all fields and return via email attachment to U&E Data Analyst at [ddg0005@auburn.edu](mailto: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	If Non-Return, is this a hydrant request?	NO	For all water meter requests, is a Backflow Preventer being installed or removed?	NO
	Domestic Water		YES		YES
	Non-Return Water				
	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	<u>OR</u> Inches of Water Column

*For Domestic Water, Non-Return 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
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NOTES:

*For Utility & Energy Management Use:*

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