Purpose
To outline the responsibilities of Construction Contractors, Design, Engineering and Construction Project Managers, Finance and Administration and the CUP Chief Engineer with regards to the provision of permanent and temporary utility connections. For the purpose of this procedure, temporary utility services are not intended to become permanent utility connections.

Scope
• Permanent and temporary utility requirement investigations and approvals for all construction projects.
• Utility connections, activation, metering and payment.

Responsibilities

Contractors

• Detailing utility requirements while contract documents are in the development stage, and informing the Project Manager should they require service connections not shown in the contract documents.

• Paying for meters required and the associated installation and connection/disconnection fees. Meters shall be certified, “revenue-quality”, and consistent with University standards.

• Providing all utility extensions required from the metering points. These installations shall conform to applicable plumbing and electrical safety standards and be approved by the project design team. Unauthorized utility connections installed by a Contractor or Sub-contractor is strictly prohibited. Any tampering of, or modification to existing metering devices is strictly prohibited.

• Communicating the date each utility begins being used to the Project Manager, and for temporary utilities, the date from which each utility is no longer being used.

• Paying for the actual utilities used during the construction phase. The utility rates shown in Appendix A are current as of January 2010 and are subject to change. Billing inquiries may be made to the Project Manager. The Director, Finance and Administration may waive any utility service costs associated with new construction or renovation, if he determines that utility consumption by a Contractor is negligible.

CUP Chief Engineer

• The CUP Chief Engineer is responsible for the distribution and metering of all utilities which serve existing buildings on the Main Campus. The Chief Engineer shall ensure the University is compensated for electricity, natural gas, domestic water, steam, chilled water and any other utility used by Contractors performing renovations or construction work for the University.

• Approving connection to and activation of all temporary and permanent utility services to the Main Campus buildings, facilities and construction sites.

• Logging the start date and end date of utility use by Contractors in the CUP Operations Log Book.

• Recording the project utility use on the appropriate spreadsheet and utilizing that information on utilities forecasting.
**Project Manager**

- Responsible for initiating a utility services investigation by the project design team. The investigation will determine utility availability and connection/metering requirements to a specific renovation or construction site.

- Communicating the start date and end date of all utility use by Contractors to the CUP Chief Engineer.

- In the case of permanent utility connections, the end date will be when the project has reached “substantial completion”.

- Forwarding monthly Contractor utility use statements to the Chief Engineer for recording and to the Physical Resources Capital Accountant for charge back on monthly project payments.

- Ensuring contractors meet their obligations and responsibilities per this standard operating procedure.

- Ensure the contractor is charged for the utilities by issuing a credit change order. If the contact is completed prior to finalization of the utility amounts, the Project Manager shall work with the Capital Accountant to create an invoice.

Note: As part of commissioning, Design, Engineering and Construction Project Managers and project leads shall ensure completion of a Physical Resources Operating and Utility Increments Report for all projects or similar work which result in a significant increase or decrease in utility and/or operating costs. Refer to Design, Engineering and Construction standard operating procedure 3.5.2 – Incremental Utility Loads and Operating Costs Due to Projects or Other New Installations.

**Finance and Administration:**

- All charges should be reviewed by the Director, Finance and Administration before issuing a charge.

- The charge rate should be reviewed by the Director, Finance and Administration and compared to actual utilities payments before issuing a charge.

- Invoices will be issued and receipt of payment tracked if utilities use is not recovered via a change order.