

<b>SUBJECT:</b> University Controlled Utilities and Interconnection	<b>Effective Date:</b> 1/4/2016	<b>Policy Number:</b> 3-303	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 5
	<b>Responsible Authority:</b> Director of Utilities and Energy Management		

## **APPLICABILITY**

This policy applies to all university personnel, departments and units, Direct Support Organizations, Auxiliaries, and third parties performing construction on the main UCF campus. Utilities subject to this policy are: electric, gas, chilled water, potable water, sanitary waste water, and reclaimed water. Utilities exempt from this policy are: telecom and fiber, street lights, secondary electrical service conductors, UCF call boxes, irrigation lines, stormwater, and traffic signals.

## **BACKGROUND INFORMATION**

The Department of Utilities and Energy Services is committed to providing the university safe, reliable utility distribution that is compatible and compliant with all applicable governing regulations, tariffs, and agreements. The Department of Utilities and Energy Services (UES) also provides accurate energy consumption measurement and reporting. The UES director oversees the utility portion of the Campus Master Plan containing pertinent data, maps, and calculations of the current capacity, existing conditions, expected future demands, procedures to meet these demands, and major repair and improvement programs. Adherence to UES policies and procedures ensures compliance with the university's Campus Master Plan and proactively accommodates for future growth.

## **POLICY STATEMENT**

UES is the UCF point of contact and liaison for all campus utility distribution design, interconnection, disconnection, expansion, and construction. The university has the authority to prohibit or restrict external users from providing utility services within the campus as defined by

this document. Utilities and interconnection to campus distribution or collection streams related to new building construction, renovations, remodels, additions, and alterations, whether performed by internal or external entities, must be reviewed and approved by the UES director, or the director's designee.

Any connection, disconnection, replacement, modification, expansion, change, or alteration of any utility systems, either internal or external, must be approved by the Utilities and Energy Services director in writing prior to interconnection. Exceptions to this policy must be approved in writing by the UES director.

Adequate reserve capacity for production and distribution shall be maintained in all university-owned utility systems. The user shall fund new demand unless a formal decision is made by UES that capacity is available and a specific written exception is granted.

The university provides users a basic level of utility service. Users shall fund any unique requirements they may have, such as lower temperature or higher flow.

## **DEFINITIONS**

**User.** Any facility, occupant, contractor, or customer on the main UCF campus taking point of delivery or interconnecting with utility distribution services.

**Utilities.** Services such as electric, gas, chilled water, potable water, sanitary waste water, and reclaimed water provided by a public or private utility; equipment such as lines, pipes, and infrastructure used to provide the services, whether owned, leased, or operated by UCF or a private utility company; and all applicable easements. In some instances, utilities may include underground, surface appurtenances, or overhead facilities, either singularly or in combination.

## **UTILITY INSTALLATION**

Isolation and metering devices, as applicable, shall be funded by the user. Once installed and accepted, the devices become the property of UES.

Utility service shall only be provided to new construction or renovation projects once new meters are installed and certified by UES to be operating properly.

A utility system shall, at a minimum, meet the requirements specified in the following standards in effect at the time of project commencement:

- Electrical Service – National Electrical Code and National Electrical Safety Code
- Chilled Water Service – American Society of Mechanical Engineers and American Society of Testing and Materials

- Potable Water Service –State of Florida Department of Environmental Protection, American Water Works Association, and approved Building Codes
- Sanitary Sewer Service – State of Florida Department of Environmental Protection, American Water Works Association, and approved Building Codes
- Irrigation and Reclaimed Water – Florida Department of Environmental Protection and Seminole County

## **RESPONSIBILITIES OF UES**

1. Reviewing, evaluating, and adjusting utility rate structures, as necessary, at least every six months;
2. Auditing internal, regulated, and deregulated monthly utility bills, both inbound and outbound;
3. Establishing standards and protocols for all utility metering and billing;
4. Submitting the Duke Energy Self Inspecting Form to the utility to request an energized service;
5. Providing utility system controls to prevent the addition of improper equipment or overloading;
6. Ensuring distribution system capacity limits are maintained and evaluated;
7. Performing maintenance and damage protection of utility distribution systems, UES may order work to cease on a project due to non-compliance with asset damage protection;
8. Ensuring system compatibility and quality standards by specifying the size, quality, and make of any device that connects users to utility distribution systems; UES may discontinue a user's service or require a user to modify its equipment or operation practices if such equipment creates problems with utility production or a distribution system;
9. Building, maintaining, and operating all university-owned infrastructure;
10. Pre-approving all interconnection designs, whether temporary or permanent;
11. Assessing labor rates and utility impact fees for all user interconnection;
12. Providing protocols for outage requests;
13. Overseeing tariffs and operating agreements with regulated and deregulated utility companies;

14. Establishing standards and protocols for all utility distribution metering, locations, reporting, and energy monitoring; and
15. Obtaining digital and AutoCAD files from the project engineer for as-built information on all modifications to infrastructure as a prerequisite to substantial completion sign-off by the UES director.

NOTE: UES shall not be responsible for long lead-time interconnection based on availability of utility partner crews, system complexity, or supply chain.

### **RESPONSIBILITIES OF USERS**

1. Ensuring that all expansion conforms to UCF's Design, Construction, and Renovation Standards;
2. Ensuring that all expansion includes isolation and metering devices, as applicable;
3. Requesting temporary service connection with a utility provider outside of UCF and furnishing the utility provider users billing name, address, and service information; and
4. Paying labor rates and utility impact fees for all interconnection.

### **UNIVERSITY CONTROLLED END POINTS**

The distribution or collection systems for each utility operated and maintained by the university ends at the following points:

1. Potable Water Service - at the main "valve/meter" connected to the building or group of buildings; NOTE: For users receiving non-university-supplied water, the maintenance of all water services shall be the responsibility of the users;
2. Chilled Water Service - at the main shut off valve leading to the facility or master meter connected to the building or group of buildings;
3. Natural Gas Service - at the meter connected to the building or group of buildings;
4. Irrigation and Reclaimed Water Service - from distribution supply main, including connectors, and up to and including the first immediately available isolation valve; and
5. Electrical Power Service - at the low voltage bushing (600V or less) of all transformers owned and maintained by Duke Energy Florida, and for transformers that are not owned and maintained by Duke Energy Florida (DEF), at the high voltage cable termination from the DEF distribution system.

## CONNECTION PROCEDURES

1. Submit a Facilities Improvement request for approval by Facilities and Safety, containing a brief description of the utility connection requested (for capital expansion projects, proceed to the next step);
2. Once the Facilities Improvement (FI) request is approved, send UES a Work Order requesting metering  
NOTE: Many utility meters can take up to six to eight weeks to receive;
3. Apply for a construction permit from UCF's Building Code Office prior to commencement of work;
4. Submit a utility service request form to the UES Coordinator of Utilities and Energy Management to verify service and metering requirements and ensure all load calculations of the utilities have been received by the project's design professional;
5. Coordinate the required inspections from the electrical inspector and once obtained or attested by the project engineer with a stamped raised seal UES will schedule the utility providers to energize system; and
6. Provide a copy of the utility agreement (if applicable) to both the Facilities and Safety Business Office and UCF Building Code Office so that the user's billing account can be activated.

## CONTACTS

- Director of Utilities and Energy Services 407-823-2053
- Associate Director of Utilities and Energy Services 407-823-4037
- Coordinator of Utilities and Energy Management 407-823-4613

## RELATED INFORMATION

- UCF Telecommunications Services Policy <http://policies.ucf.edu/documents/4-003.1TelecommunicationsServices.pdf>
- UCF Energy Sustainability Policy 3-111.1  
<http://policies.ucf.edu/documents/3-111.1EnergySustainability.pdf>
- UCF Design, Construction and Renovation Standards  
<http://fp.ucf.edu/resources> see "Current UCF Design, Construction, and Renovation Standards"
- Utility Service Request Form  
[http://energy.ucf.edu/sites/default/files/docs/Utility\\_Service\\_Request.pdf](http://energy.ucf.edu/sites/default/files/docs/Utility_Service_Request.pdf)
- Duke Energy Electrical Service Process Diagram  
[http://energy.ucf.edu/sites/default/files/docs/Utility\\_Service\\_Request\\_-\\_Flowchart.pdf](http://energy.ucf.edu/sites/default/files/docs/Utility_Service_Request_-_Flowchart.pdf)

- UCF Utility Rate Structure  
[http://energy.ucf.edu/sites/default/files/docs/Rate Information.pdf](http://energy.ucf.edu/sites/default/files/docs/Rate%20Information.pdf)

## INITIATING AUTHORITY

Vice President of Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-303</u>	
Initiating Authority: <u>Will F. Menko</u>	Date: <u>12-22-15</u>
University Policies and Procedures Committee Chair: <u>Ronda Bishop</u>	Date: <u>12/22/2015</u>
President or Designee: <u>John C. Hill</u>	Date: <u>1/4/16</u>