DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 1/4/2016

APPLICABILITY / ACCOUNTABILITY
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. This policy applies to all properties that are served by university-provided utilities.

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.

University-controlled utilities and interconnections are governed by Florida Statutes, Florida Board of Governors (BOG) Regulations, and university policies and regulations. Adherence to the practices set forth in these statutes and regulations will reduce utility demands and the need for additional infrastructure and capacity.
Florida law requires Concurrency and Concurrency Management Systems (CMS) for monitoring and ensuring adherence to the adopted level-of-service utility standards, including the schedule of capital improvements and the availability of public facility capacity. Florida law also requires energy-efficient and sustainable buildings, and that campus development adheres to higher-density development best practices to effectively minimize heat gain and energy consumption and reduce dependence on the region’s potable water. The UCF Campus Master Plan, Element 5.0 General Infrastructure and Utilities, sets the expectation that growth does not negatively impact the environment, and that infrastructure and university-provided utility services are not overburdened by unplanned development.

the university’s future campus development plans will to ensure that capacity is available prior to issuance of a development permit,; and that existing utility infrastructure and generation assets will be optimized.

POLICY STATEMENT

The Department of Utilities & Energy Services (UES) UES is the UCF point of contact, and liaison, and clearinghouse for all campus utility functions at all campus locations and has the authority to prohibit or restrict any users from providing utility services within the campus utility distribution design, interconnection, disconnection, expansion, and construction law. The university has the authority to prohibit or restrict external users from providing utility services within the campus as defined by this policy 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. To avoid technical and financial risks, as well as capacity constraints associated with overburdening the university’s generation, distribution, and transmission systems, future campus development plans must be reviewed by UES. UES is responsible for ensuring that capacity is available prior to issuance of a development permit and that existing utility infrastructure and generation assets will be optimized. Construction projects on university property that may require upgraded or new utility services may not commence until approved by UES. All individuals requiring new connections or expansion of an existing connection must initiate a request through UES per the procedures outlined in this policy.

Failure to comply with this policy will result in delayed, denied, or disconnected utility service. Continued or intentional noncompliance with this policy may result in disciplinary action, up to and including termination of employment, or dissolution of an agreement or contract with the university.

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

Concurrency Information Letter. A non-binding document from UES stating whether capacity is available for a project.

Concurrency Encumbrance Letter. A non-binding document from UES indicating that upon payment, capacity will be encumbered for a certain timeframe.

Concurrency Reservation Certificate. A document issued by UES after payment for the desired capacity, ensuring such capacity will be available during a certain timeframe.

Concurrency. A set of land use regulations, required by the Florida Legislature, that ensure local governments have enough infrastructure and services capacity to serve each proposed development. State and local concurrency requirements include sanitary sewer, solid waste, drainage, potable water, roads and mass transit, schools, and parks. UCF extends the concurrency requirement to include chilled water, reclaimed water, primary electric power, natural gas, and storm water.

Development. The carrying out of any building activity, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels.

Utilities. Services such as electric, gas, chilled water, potable water, sanitary waste water, and reclaimed water, and storm water provided by a public or private entity; equipment such as lines, pipes, and infrastructure used to provide the services, whether owned, leased, or operated by UCF or a private entity; 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
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

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.

**PROCEDURE**

1. To initiate a request for interconnection of utilities for new development, construction, expansion of an existing building, or a replacement of the current land use (“Project”), applicants must submit an Application for Concurrency Review (“Application”), located at https://energy.ucf.edu/application-for-concurrency-review/https://energy.ucf.edu, must be completed. Applicants may request a Concurrency Information Letter, a Concurrency Encumbrance Letter, or a
Concurrency Reservation Certificate ("Certificate"). Note that mere submission of an Application for Concurrency Review does not constitute approval from UES to move forward with a Project.

4.2. For inquiries about available capacity, UES will issue an “Inquiry Only” Concurrency Capacity Information Letter.

3. Should the applicant desire to move forward with the Project, a new Application must be submitted to request a Concurrency Encumbrance Letter. UES will review the Application, taking into consideration the project’s impact and demand on exiting utility capacity for:

   a. potable water,
   b. sanitary sewer,
   c. chilled water,
   d. reclaimed water,
   e. natural gas,
   f. electricity,
   g. district-provided heating hot water,
   h. stormwater

4. Upon approval of the Application, UES will issue a Concurrency Encumbrance Letter within 30-45 days, depending on the completeness of the Application.

5. For inquiries about available capacity, UES will issue an “Inquiry Only” Capacity Information Letter. Once the applicant has paid for the encumbered capacity, Once a is approved, UES will issue a Concurrency Reservation Certificate, ensuring capacity during the stated time frame. UES will coordinate the interconnections with the applicant, and Should interconnections not be made within the stated timeframe, the Certificate will expire, and the applicant must apply for and be granted a new Certificate prior to moving forward with the project.

6. For denied Applications, UES will inform the applicant of the reason(s) that the Project may not move forward as planned.
UCF Design, and Construction and Renovation Standards, Division 33 – Utilities (Interconnection)

Utility and Energy Services Work Service Request Form

Duke Energy Electrical Service Process Diagram

UCF-Utity Rate Structure Methodology and Billing [FSP 2016 UES0001]

Florida Statute – Title XI, Chapter 163, Concurrency (ss. 163.3180)

Statute – Title XLVIII, K-20 Education Code, Chapter 1013 Educational Facilities 1013.30(3)

Florida Statute – Title XI, Chapter 163, Part II – Growth Policy: County and Municipal Planning; Land Development Regulation (ss. 163.2511-163.3253)

Florida Statute – Title XVIII, Chapter 255, Public Property and Publicly Owned Buildings 255.2575

Florida Statute – Title XLVIII, K-20 Education Code, Chapter 1013 Educational Facilities 1013.30(3)

Master Utility Level Disclosure [UES INFO UTL 002]

Rate Information [UES INFO UTL 001]

Service Request Forms – By Commodity

Subsurface Excavation in Accordance with Sunshine State One-Call (Sunshine 811) [FS 2016 FS0022]

Utility Inspection/Testing Request Form

Utility Outage Procedure [FS 2015 FS0017]

Florida Board of Governors Regulations, Chapter 21, Campus Master Plans

CONTACT

Director of UES Utility and Energy Services
3528 Perseus Loop, P.O. Box 163644, Orlando, FL 32816-3644; -407-823-2053 6789

INITIATING AUTHORITY

3-303.1 University Controlled Utilities and Interconnection 8
Vice President of Administration and Finance and Chief Operating Officer