

Project Manager

Energy Services

Construction Contractor

Utilities Engineering

Utility Locating

Electrical Distribution

Utilities Distribution

EM/Utilities Accounting

START

PM opens WO for DS support prior to meter purchase

PM supplies load data per Eng Design Guidelines in a UAL for review during conceptual design phase

PM = Project Manager

Utilities Engineering specs meters

Meters ordered by Utilities Engineering on behalf of project. UE notifies DS when

DS = Distribution Services
ED = Electrical Distribution
EM = Energy Management
GS = Geospatial Systems
UD = Utilities Distribution
UE = Utilities Engineering
UL = Utility Locating

DS Manager

DS Manager notifies ED supervisory staff of service initiation request

ED supervisory staff notifies UE, EM, & GS of request via email

ED supervisory staff notifies UL staff to test utility trace wire system

UL staff notifies UE staff of tracer review to ensure surveyor has record of installation

UL staff generates Tracer Wire Inspection report & emails UD/ED supervisory staff w/ status of tracer test

Has ED reviewed installation path?

Site visit to installation path by ED to review UL marks for future reference

Meter installed by Electrical Distribution (ED)

What type of meter is it?

Electric

Natural Gas

DS Manager notifies UD supervisory staff of service initiation request

UD supervisory staff notifies UE, EM, & GS of request via email

UD supervisory staff notifies UL staff to test utility trace wire system

Has UD reviewed installation path?

Site visit to installation path by UD to review UL marks for future reference

Meter installed by Utilities Distribution (UD)

UD reviews for installation compliance

UD creates AiM asset

Chilled Water, Condensate, &/or Water

Construction Contractor notifies DS Manager at least 2 weeks in advance of need

Meter installed by Construction Contractor

Const Contractor notifies UE that meter is installed

Utilities Accountant notes accounting info on AiM asset

ECAP account/meter set up by EM

