

GUIDELINES:

Issued: January 1 2015

Revised:

PURPOSE:

The purpose of the Utility Guideline (UG) is to give the Project Manager direction on coordinating utility supplies from the central plant and the local utility distributors.

DEFINITIONS:

CP = Capital Projects

FMD = Facilities Management Department

FO = Facilities Operations

GCM = General Construction Manager

GC = General Contractor

PM = Project Manager

WUSM = Washington University School of Medicine

PROCESS:

1. Design Phase

- a. During the design phase the Capital Projects (CP) Project Manager (PM) along with the engineer of record will review the preliminary design with the Senior Director of Facilities Operations. This review will give preliminary direction about the lowest first cost as well as lowest ongoing operating costs for the supply/production of electric, steam, chilled water, domestic hot and cold water as well as sewer for the project.
- b. After the preliminary review and utility supply direction is determined, the project team is responsible for updating the project budget to include any necessary production equipment installations, distribution system expansions/replacements, supply connection and utility metering installations.
- c. The design engineer designs and determines routing and entrance locations.
- d. During preliminary design the PM and the Engineer meets with the city building department and other interested parties to introduce the project.
- e. The PM should review with legal counsel the preliminary utility placement, right of ways, and easements etc.
- f. After the preliminary design is complete, the PM will seek concurrence with the Assistant Director of Facilities Operations to review the design.

2. Construction

- a. During construction it is the responsibility of the General Contractor to pay for utility use, unless otherwise negotiated.
- b. In certain situations temp utility connections are provided from the central plant or the local utility at the beginning or the project. It is the General Contractor's responsibility to coordinate with the local utility and the PM's responsibility to coordinate with the Facilities Operations on central plant connections.
- c. The contractor is responsible the cost of and for getting the permits on the owner's behalf.

- d. Coordinate with all in house subject matter experts, subcontractor and local utilities and city departments to coordinate scheduling, procurement and permits.
- e. The PM is responsible for getting signatures on all documents and getting final approval/signoffs prior to construction.
- f. The PM is responsible for coordinating with the contractor on the scheduling and notification stakeholders to possible include BJH, Children's, COP, ...
- g. The PM should coordinate with Protective Services and Transportation and is responsible for insuring that the contractor has the appropriate directional signage for vehicular and pedestrian traffic during street or sidewalk closures.
- h. At the end of the installation of a utility tie in, the PM is responsible for notifying facilities prior to close up to allow for proper inspection of the work.

3. Transition, Activation and Close out

- a. The PM should procure all as-builts and final acceptance of utilities.
- b. Once the PM receives the substantial completion form, the PM will provide the billing address and account number to the Director of Business Operations to transfer all billing accounts to WUSM.
- c. The Business Operations office will send a **Change of Address** request to the each utility. The Change of Address request will include:
 - i. Project or service address
 - ii. Account number
 - iii. Mailing address – 660 South Euclid, St. Louis Mo, Box 8047