I. PURPOSE AND INTENT:
The USF Division of Facilities Management (USF-FM) is committed to providing the university safe, reliable utility distribution that is compatible and compliant with all applicable governing regulations, tariffs, and agreements. USF-FM also provides accurate utility consumption measurement and reporting. USF-FM 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 USF-FM policies and procedures ensures compliance with USF’s Campus Master Plan and proactively accommodates for future growth.

II. APPLICABILITY:
This Policy applies to all USF personnel, departments and units, Direct Support Organizations, Auxiliaries, and third parties performing construction on the University of South Florida’s (USF) Tampa campus. Utilities subject to this Policy are: electric, gas, chilled water, hot water, potable water, sanitary wastewater, and reclaimed water. Utilities exempt from this Policy are: telecom and fiber, street lights, secondary electrical service conductors, USF call boxes, irrigation lines, storm water, and traffic signals.

III. STATEMENT OF POLICY:
A. USF-FM is the point of contact and liaison for all campus utility distribution design, interconnection, disconnection, expansion, and construction. USF 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 USF-FM’s authorized designee.

B. Any connection, disconnection, replacement, modification, expansion, change, or alteration of any utility systems, either internal or external, must be approved by USF-
FM in writing prior to interconnection. Exceptions to this Policy must be approved in writing by USF-FM.

C. Adequate reserve capacity for production and distribution shall be maintained in all USF-owned utility systems. The user shall fund new utility capacity and utility distribution needs as established by increased user demand unless a formal decision is made by USF-FM that capacity is available and a specific written exception is granted.

D. USF provides users a basic level of utility service. Users shall fund any unique requirements they may have, such as RO water, DI water, lower temperature, or higher flow.

IV. DEFINITIONS:
User. Any facility, occupant, contractor, or customer on the main USF campus taking point of delivery or interconnecting with utility distribution services.

Utilities. Services such as electric, gas, chilled water, hot 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 USF 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.

V. UTILITY INSTALLATION:
A. Installation of isolation and metering devices, as applicable, shall be funded by the user. Once installed and accepted, the devices become the property of USF-FM.

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

C. A utility system shall, at a minimum, meet the requirements specified in the following standards in effect at the time of project commencement:
   c. Potable Water Service – State of Florida Department of Environmental Protection, Hillsborough County Health Department, American Water Works Association, and approved Building Codes.
   e. Irrigation – Florida Department of Environmental Protection, the Southwest Florida Water Management District and Hillsborough County Health Department.
VI. RESPONSIBILITIES OF USF-FM:
A. Reviewing, evaluating, and adjusting utility rate structures, as necessary, at least every six months;
B. Auditing internal, regulated, and deregulated monthly utility bills, both inbound and outbound;
C. Establishing standards and protocols for all utility metering and billing;
D. Providing utility system controls to prevent the addition of improper equipment or overloading
E. Ensuring distribution system capacity limits are maintained and evaluated;
F. Performing maintenance and damage protection of utility distribution systems, USF-FM may order work to cease on a project due to non-compliance with asset damage protection;
G. Ensuring system compatibility and quality standards by specifying the size, quality, and make of any device that connects users to utility distribution systems; USF-FM 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;
H. Building, maintaining, and operating all utilities related university-owned infrastructure;
I. Pre-approving all interconnection designs, whether temporary or permanent;
J. Assessing labor rates and utility impact fees for all user interconnection;
K. Providing protocols for outage;
L. Overseeing tariffs and operating agreements with regulated and deregulated utility companies;
M. Establishing standards and protocols for all utility distribution metering, locations, reporting, and energy monitoring; and
N. Obtaining digital and AutoCAD files from the project design team’s architect/engineer (A/E) for as-built information on all modifications to infrastructure as a prerequisite to substantial completion sign-off by USF-FM.
NOTE: USF-FM shall not be responsible for long lead-time interconnection based on availability of utility partner crews, system complexity, or supply chain.

VII. RESPONSIBILITIES OF USERS:
A. Ensuring that all devices, materials, connections, and expansion conforms to USF’s Design and Construction Guidelines, and Renovation Standards;
B. Ensuring that all expansion includes isolation and metering devices, as applicable;
C. Requesting temporary service connection with a utility provider outside of USF and furnishing the utility provider users billing name, address, and service information; and
D. Paying labor rates and utility impact fees for all interconnection.
VIII. UNIVERSITY CONTROLLED END POINTS:
A. The distribution or collection systems for each utility operated and maintained by the university ends at the following points:
B. 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;
C. Chilled Water and Hot Water Service - at the main shut off valve leading to the facility or master meter connected to the building or group of buildings;
D. Natural Gas Service - at the meter connected to the building or group of buildings;
E. Irrigation Water Service - from distribution supply main, including connectors, and up to and including the first immediately available isolation valve; and
F. Electrical Power Service - at the secondary side of all transformers.
G. Sanitary Sewer – at the first cleanout from the building.

IX. CONNECTION PROCEDURES:
A. Submit a Space Impact Request for approval by USF-FM, containing a brief description of the utility connection requested (for capital expansion projects, proceed to the next step);
B. Once the Space Impact Request is approved, send USF-FM a Work Order requesting metering
   NOTE: Many utility meters can take up to six to eight weeks to receive;
C. Apply for a construction permit with USF-FM (refer to Building Code Administration Office requirements) prior to commencement of work;
D. Submit a utility service request form to USF-FM to verify service and metering requirements and ensure all load calculations of the utilities have been received by the project’s A/E;
E. Coordinate the required inspections from the USF Building Code Administration Office (USF-BCA), and obtain USF-BCA Authorization to Connect Utility letter.
F. Provide a copy of the utility agreement (if applicable) to both USF-FM and USF-BCA Office so that the user’s billing account can be activated.

Current Responsible Office*: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 11-5-18