Purpose and Scope

Facilities Management is responsible for maintaining all utility service lines in good repair and proper operating condition. Utility services lines include:

- Water,
- Gas,
- Air,
- Steam,
- Chilled Water,
- Sanitary Sewer,
- Storm Sewer, and
- Electricity.

Changes, modifications, maintenance and other associated work performed on these utility service lines will be done by Facilities Management as an institutional service where these lines serve the University in general. Where only departmental needs are served, any work performed by Facilities Management will be done as a departmental service, including all installations, operations, maintenance and repairs. However, it is often difficult to precisely define the point at which a utility service line ceases to be institutional and becomes departmental. Unless exceptions are established between a department and Facilities Management, the following divisions will be used:

<table>
<thead>
<tr>
<th>Utility Service Line</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Steam, water, air, gas, chilled water</td>
<td>At mains in the ceiling of the floor below, or at mains in the ceiling above, or at the floor at a point where the nearest appropriate connection becomes possible from a main or main branches to the departmental equipment being served.</td>
</tr>
<tr>
<td>2. Electricity</td>
<td>At the nearest feasible disconnecting device.</td>
</tr>
<tr>
<td>3. Waste lines (sanitary and storm sewers)</td>
<td>At a point near the ceiling or floor below the departmental installation being served where a connection can be made.</td>
</tr>
</tbody>
</table>

Where utilities are consumed for departmental needs in such quantity as to make metering feasible, the cost of these metered utilities will be borne by the appropriate departments.

General Policy

The magnitude and complexity of utility service lines at UTD prevents each University department from efficiently and economically monitoring, altering or otherwise changing services to suit particular needs without upsetting the
balance of utilities distribution. Any attempt to do so could result in personal injury, structural damage or utilities contamination.

For these reasons, the following policies have been established and must be followed:

1. **Discontinuance of Services** - Only Facilities Management may disconnect, interrupt, diminish, or otherwise change a utility service line. If discontinuance of a service is desired, a properly completed Work Request form (see Exhibit G2) should be forwarded to Facilities Management using the procedure “Request for Services,” outlined in this section.

2. **Cross-Connecting Services** - Under no circumstance may any two (2) or more different utility services be cross-connected temporarily or permanently in either institutional or departmental areas. Cross-connections between similar utilities may be performed only by Facilities Management. Requests for cross-connections must be submitted via the procedure “Request for Services,” as outlined in this section.

3. **Connections to Services** - Connections to existing institutional and departmental utility services may be made only by Physical Plant personnel. Requests for connections must be submitted on a Work Request form (see Exhibit G2) using the procedure “Request for Services,” as outlined in this section.

**Electrical Energy**

The electrical energy distributed at UTD has a variety of characteristics which are based on the intended application. Care must be exercised by personnel to ensure electrical sources and outlets are used only for the intended purpose. Failure to do so may lead to equipment damage, “burnt-out” fuses, actuation of tripping devices such as circuit breakers, and possible physical harm to the individual operating the equipment.

Due to inherent hazards associated with the use of electricity, only Facilities Management will operate, maintain and repair facilities which distribute electrical power, such as substations, electric motors, motor control centers, bussing stations, etc. Under no circumstances may any unauthorized person modify, add to, dismember, remove, disconnect, relocate or otherwise alter any part of the University electrical system. Where electrical outlets are provided, use must be limited to the purpose intended. Any electrical problems should be reported as outlined in the procedure “Request for Services,” this section.

**Heating and Air Conditioning**

Facilities Management is responsible for adjusting, balancing and repairing building heating and cooling systems. This can become difficult when individuals adjust room thermostats that have been preset. Individual adjustments upset the flow and balance of air throughout a building which, in turn, causes uncomfortable changes in other building areas. This cycle magnifies until the entire building comfort conditioning system is out of balance, causing discomfort to occupants and wasted energy.

If a heating or cooling problem is discovered, it should be reported to the EMS Operator at Ext. 2147.

**Water**

All water used by UTD is purchased from the City of Richardson or City of Dallas. The systems employed to distribute water are carefully designed to avoid contamination, and Facilities Management is responsible for safeguarding and maintaining this system as it affects the University. Therefore, all personnel and departments using water resources must refrain from activities that could contaminate the water supply.

Report problems with the water system or supply to the FM Work Order Center (Ext. 2177).