



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT
UTILITIES

SUB-TOPIC

PURPOSE AND SCOPE

The Physical Plant 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 the Physical Plant as an institutional service (see "Institutional Services," this section) where these lines serve the University in general. Where only departmental needs are served, any work performed by the Physical Plant will be done as a departmental service (see "Departmental Services," this section), 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 the Physical Plant, the following divisions will be used:

<u>Utility Service Line</u>	<u>Division</u>
1. Steam, water, air, gas, chilled water	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.
2. Electricity	At the nearest feasible disconnecting device.
3. Waste lines (sanitary and storm sewers)	At a point near the ceiling or floor below the departmental installation being served where a connection can be made.

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.



SUB-TOPIC

PURPOSE AND SCOPE, Continued

CONSERVATION OF UTILITIES

Every person at UTD should be aware of the high cost of utilities. As a group, we must make a concerted effort to conserve the limited resources available for two (2) reasons:

1. Current energy sources are rapidly dwindling and new proposed sources are coming into use at a very slow rate.
2. Due to a general energy shortage, user costs are increasing.

It should be the concerned effort of everyone at the University to conserve energy where possible. This can be done through a conscious effort and a knowledge of ways to save energy. Some examples include:

1. Fluorescent lighting should be turned off if the area being lit will be vacated for more than one (1) hour. Otherwise leave the lighting on.
2. Equipment using electrical power should be turned off when not in use for even brief periods.
3. Doors to buildings should be kept closed except when someone is entering or exiting. Doors which are propped open cause the heating/air conditioning systems to work harder, thus increasing the utilization of electricity, steam or chilled water, and gas.

The Physical Plant is willing to discuss other feasible methods of energy conservation with University personnel at any time. If there are questions regarding the use of utilities, contact the Physical Plant (Ext. 2141).