



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
9/29/97

REVISION
1

PAGE
G8-110.0

SUBJECT
UTILITIES

SUB-TOPIC

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 the Physical Plant 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 the Physical Plant 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 the Physical Plant. 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.