



UTILITIES SERVICE REQUEST

This form must be completed and returned to the Utilities Billing Department before activation or deactivation of utilities will be processed. This includes charges for University occupied space in owned or leased properties and new construction.

Utilities & Plant Engineering 1110 E Huron Ann Arbor Mi Phone: 734/764-2492 Fax: 734/615-1314

SERVICE REQUEST & ACCOUNT INFORMATION

Building Name (Using Service) _____ Bldg. # _____

Address: _____

Requested By: _____ Date: _____ Phone#: _____
(Signature)

Short Code: _____ or Chartfield Combination
(6digits)

Fund _____ Dept ID _____ Program _____ Project/Grant _____ Class _____

Please fill out below if Account Change Only:

Previous Short Code _____ or Previous Chartfield Combination

Fund _____ Dept ID _____ Program _____ Project/Grant _____ Class _____

Service Start Date _____ End Date (If known) _____

Comments: _____

METERING INFORMATION (Provided by Utilities and Plant Engineering)

- New Meter/Service
- Replacing Existing Service Meter # being replaced _____

ELECTRIC

- Central Power Plant Meter # _____
- North Campus Meter # _____
- Other Meter # _____

STEAM

- Central Power Plant Meter # _____
- Other Meter # _____

Meter Route Order: (Ex: Read between Kresge I and Kresge II) _____

Building Name: _____

Location of meter: (How to locate meter) _____

Demand Attachment: Y /N Sub Meter: Y /N _____
(If yes what is the source building)

Factor: _____

Number of Digits: _____ Type: _____ Size: _____ Make: _____

Authorization: _____ Date: _____
(Signature)

Comments: _____

Utility Billing Department use only

Completed By: _____ Date _____

Comments: _____