I. GENERAL PROVISIONS

A. The University of Florida, for utility purposes, consists of the main campus proper, adjoining veterinary, medical, and agricultural areas, the PK Yonge Developmental Research School, and other local facilities which are operated or administered by the University and which are by historic association or request connected to the University's utilities systems or which may subsequently become connected to the University's systems.

B. The following items will be considered utility services:

1. Electrical power generation, sub-transmission and distribution;
2. Water distribution (potable, irrigation, and reclaimed water);
3. Sewage collection and treatment;
4. Steam distribution (includes condensate return and heating/hot water);
5. Central chilled water production and distribution;
6. Refuse collection, medical waste disposal, and recycling support;
7. Energy monitoring and control;
8. Traffic controls, street lighting, and pedestrian lighting;
9. Stormwater collection;
10. Natural gas
11. Telephone system services, the fiber optic network, University licensed radio communication frequencies, and cable TV services;

C. The President of the University has delegated to the Vice President for Finace and Administration and the Director, Physical Plant Division the responsibility of managing these services.

D. The University has the authority to prohibit or restrict external suppliers from providing utility services within the campus as defined by this document. All outside utility services, excluding natural gas, that are requested will be contracted by the Physical Plant Division.

E. The University maintains a comprehensive campus master plan that contains data on current capacity, current conditions, expected future demands, procedures to meet these demands, and major repair/improvement programs. The master plan is regularly being reviewed and revised. Formal utility studies by outside consultants are periodically performed to insure data is current and correct. Additionally, Utility Annexes are included in the Comprehensive Master Plan developed by Facilities Planning and Construction with input from Physical Plant Division. The Comprehensive Campus Master Plan is revised every five years.

F. Additionally, Utility Master Planning Concepts and Utility Master Plans will be generated from time-to-time to provide direction in developing utilities at a non-Maincampus site. As the UF Eastside campus is presently in the initial development stage, the Master Utility Plan – which includes water/wastewater, telecommunications, electrical, and chilled water – is still subject to change. Consult the responsible departments within PPD or Telecommunications for further details.

G. This policy will be incorporated into the Handbook of Business Practices by reference.

H. Exceptions to this policy must be approved in writing by the Director, Physical Plant Division.

I. UF Utilities policy will be reviewed and revised as required.

II. DEFINITION OF USERS

There are two categories of users to be billed for utility services.

A. CATEGORY I. State of Florida Legislative funded activities, including:

1. Education and General (E&G);
2. Health Science Center (HSC);
3. Institute of Food and Agricultural Sciences (IFAS);

B. CATEGORY II. All other users, including:

1. Engineering & Industrial Experiment Station;
2. Computer & Networking Services (CNS);
3. Shands Hospital and its subordinates;
4. Auxiliary, including Division of Housing (DOH) and vending;
5. The University Athletic Association (UAA);
6. Student Government;
7. Fraternities, Sororities and other student organizations;
8. Grant operations;
9. Food contractors;
10. PK Yonge;
11. Special events;
12. Others.

C. Category I users will be billed for services provided in all facilities for which they have received utilities operating funds. The services shall be paid for by the entity receiving the funding.

D. If Category II users occupy an area for which a Category I user has received funding, it shall be the responsibility of the Category I user to arrange for the Category II users to be billed for services. The Category I user is responsible for determining the amount to rebill for services rendered.

E. The University of Florida has established the following policy concerning delinquent charges payable to the Physical Plant Division for Utility Services.

1. All service charges are due and payable on presentation of invoice.

2. Service may be discontinued for failure to pay bills as per Accounting Policy and Procedures Documentation System, Business Operations, Physical Plant Division.

III. OPERATING AND SERVICE PROVISIONS

A. The Physical Plant Division (PPD), in order to assure system compatibility and quality standards, reserves the right to specify the size, quality and make of any device that connects a user to one of the utility distribution systems located on University property. Physical Plant Division maintains the prerogative to cease service or to require any user to modify its equipment or operation practices if that equipment creates problems with the common production or distribution system.

B. The Physical Plant Division may interrupt service to make scheduled repairs by giving prior notice to the contacts of record of affected organizations. At least 7 days advance notice shall be provided for scheduled outages. Where practicable, all outages will be scheduled to minimize adverse impact on University operations, programs, and personnel. If 7 days is considered insufficient notice for a specific outage, then the affected entity must contact the head of Systems at least 24 hours prior to the scheduled outage to make alternate arrangements for the scheduled outage time and/or date.

1. Scheduled outages may require users to rely on temporary backup systems such as emergency generators or to make other arrangements for critical utility requirements.

2. When backup services are not available, the scheduled outage may be delayed for a reasonable period of time to allow completion of work being performed that is fully dependent on continuity of service. It shall be the responsibility of the user to communicate the need to delay an outage to Physical Plant.

3. All reasonable efforts will be made to notify affected parties when emergency repairs must be performed. Additionally, all actions will be taken to minimize the impact of emergency repairs on University operations.

C. The operation and maintenance of the UF Utilities infrastructure is the responsibility of the UF Physical Plant Division. Any connections to, replacement, modifications, expansion, changes or alterations of these systems shall be performed by the Physical Plant Division or a contractor working under the direction of the Physical Plant Division or the Facilities Planning & Construction. Utility connections shall be included in construction documents. Physical Plant Division's design approval is necessary prior to construction and connection to the utility distribution systems. Exceptions to this policy require the approval of the Director, Physical Plant Division.

D. The University provides a basic level of utility service to users.

1. Electrical power may undergo voltage and current variations that might affect electronic, digital, computer or high tech equipment. Any special surge protection, power quality or power reliability required for facility service outside of utility regulatory industry norms are the responsibility of the user.

2. Potable water quality is as supplied by the City of Gainesville Regional Utilities. Any requirement for water quality over and above the delivered quality must be made at the users' expense.

3. Chilled Water is provided for general environmental comfort cooling. Special equipment or needs for low temperature or high flow must be provided by the user. The Chilled Water system may not be used to satisfy these requirements.

E. The utility system shall, as a minimum, meet the requirements specified in the following standards and editions currently in effect for UF construction projects:

1. Electrical Service – National Electrical Code and National Electrical Safety Code.

2. Steam Service – American Society of Mechanical Engineers and American Society of Testing and Materials.

3. Chilled Water Service – American Society of Heating, Refrigeration, and Air Conditioning Engineers. Additionally, there is a $2350/ton impact fee for any addition of air conditioning systems that use chilled water. This is the fee for FY 2004/2005. The fee will be adjusted annually to keep pace with inflation.

4. Water service – State of Florida Department of Environmental Protection, American Water Works Association and approved Building Codes.

5. Storm Sewer Service – State of Florida Department of Environmental Protection and approved Building Codes; Storm Water Management Master Plan; St. Johns River Water Management District.

6. Refuse Service – State of Florida Department of Environmental Protection and approved Building Codes.

6. Medical Waste – UF Division of Environmental Health & Safety, State of Florida Department of Health, and Federal Department of Transportation.

7. Hazardous Waste - U.F. Division of Environmental Health & Safety, Alachua County Hazardous Material Management Code, State of Florida Department of Environmental Protection, and United States Environmental Protection Agency Resource Conservation and Recovery Act.

8. Alarm Service – National Fire Protection Association.

9. Radio Communication Service – Federal Communication Commission, Rules and Regulations.

10. UF Design and Construction Standards.

11. Telecommunications – OIT policies contained at http://www.it.ufl.edu/.

The University may change these standards at any time as needed.

F. All building system controls and fire/safety equipment shall be compatible with the current PPD-specified operating system.

G. The maintenance of utility distribution systems shall be the responsibility of the Physical Plant Division. The distribution or collection systems for each utility operated by the Physical Plant Division will end at the following points (unless specific written exceptions are agreed upon – see "General Provisions" above):

1. Electrical Power Service – For non E&G customers, at the low voltage bushing (600V or less) of all transformers owned and maintained by PPD Systems. For transformers that are not owned/maintained by PPD, PPD's responsibilities shall end at high voltage cable termination.

2. Water Service – At the main "valve/meter" connected to the building or group of buildings. For users receiving non-university supplied water, the maintenance of all water services shall be the responsibility of the users. [For non-University entities or UF buildings outside of main campus, all services will be provided at the boundary of the property owned, leased or occupied by the entity unless otherwise provided under the terms of occupancy.]

3. Sanitary Sewage Collection Service – At the first manhole outside of

the building through the Water Reclamation Facility (WRF). For Division of Housing, new manholes are to be purchased by Division of Housing and installed by PPD. Non-University entities, UF buildings outside of main campus, and building receiving utilities services from a non-university utility company, will be responsible for blockages to their lateral lines and for all lines within the boundary of the property they own, lease or occupy unless otherwise proved under the terms of occupancy.

4. Steam Service – At the main "valve/meter" connected to the building or group of buildings.

5. Chilled Water Service – At the main "valve/meter" connected to the building or group of buildings.

6. Refuse/Recycling Service – At refuse/recycling container and supporting concrete pad.

7. Alarm Service – At the telephone circuit connecting the alarm device or to the coaxial cable connection on the exterior wall of the user's building.

8. Irrigation and Reclaimed Water supply – At the supply main including connectors and up to and including the first immediately available isolation valve.

9. Storm Water Collection System – At first catch basin or manhole outside of building line.

Note: For buildings with services that do not end at UF Water Reclamation Facility (WRF), the maintenance of all sanitary sewer lines shall be the responsibility of the user. (Examples: buildings with septic tanks, or buildings receiving services from or paying utility bills directly to a utility company).

H. The University has a cross-connection control program to protect the campus water distribution system. The program is in compliance with State of Florida Department of Environmental Protection Guidelines, American Water Works Association M-14 and will apply to the campus primary supply as well as intra-campus connections.

I. In order to protect utilities systems, individual users are responsible for funding backflow prevention when building systems are altered or extended at their request.

J. The Physical Plant Division shall administer the University's procedure for granting permission to dig on the University of Florida main Campus.

Anyone, including contractors, UF and non-UF entities (e.g. Bell South, Cox Communication, GRU Communication, Etc.), planning excavation or subsurface construction must obtain prior permission in the form of a Dig Permit from the Physical Plant Division. The State-mandated requirement that the excavator contact Sunshine State One-Call prior to excavating is included in the process for obtaining the dig permit. The procedure of obtaining a Dig Permit is established to expedite construction, promote worker safety, prevent damage to existing utility and communications facilities, and avoid unnecessary service interruptions by providing the permit applicant with locations for all known active underground utilities and communications systems within the affected area. The various UF and non-UF operators of utilities and communication systems located on the University of Florida main Campus are responsible for locating their underground facilities for permit applicants as part of the Dig Permit process. The Dig Permit procedure is outlined in the Physical Plant Division's website (http://www.ppd.ufl.edu/operations-dig.html) and is revised periodically as deemed necessary by the Physical Plant Division.

K. The Physical Plant Division shall maintain the University's official maps of both the aboveground and belowground utilities (including but not limited to cabling, conduit, manholes, etc.) located on the University of Florida main campus. To facilitate this, all operators of utilities and communications located on the University of Florida main campus must provide the Physical Plant Division with current and accurate as-built information relating to their facilities. All significant modifications to as-built information shall be submitted at the time they are made. The Physical Plant Division Architecture/Engineering Department will periodically update the official utility maps from the as-built information provided. Copies of the maps and computer based map files may be obtained through the Physical Plant Division, Architecture & Engineering Department.

IV. UTILITES SYSTEMS CONTROL

A. The quality of the University utility distribution service is maintained by controlling changes to the system. This control is necessary to prevent the addition of improper equipment, ensure that connections are done properly, and to prevent overloading any particular system. The Physical Plant Division shall oversee the utility system to ensure that minimum standards of the various code requirements are maintained. If corrective action must be undertaken to remedy unauthorized work initiated by a customer, the customer will be billed for the cost of the corrective action.

B. All additions to the system must include a metering device capable of measuring the services provided and transmit that information via the intranet to Physical Plant Division. This expense shall be borne by the requestor of the expansion. All master metering devices used for billing must be approved by the Physical Plant Division prior to installation and certified before utilities are provided to buildings. These meters shall become the property of Physical Plant Division once installed, and will be maintained by the Physical Plant Division. Sub metering for prorating purposes shall be the user's responsibility.

C. All additions to the system, whether they benefit a single user or a group of users, shall be coordinated with and become part of the utility system (see notes below). All added production equipment may be joined to the utility system’s productive capacity by appropriate connections.

D. When additional capacity is added to the system, the cost of that capacity will be added to the depreciation base and its cost recovered from all users in accordance with current fiscal and budgeting policies.

E. Physical Plant Division inspects all existing meters on a monthly basis for billing. When a meter is found deficient or inoperative, the building user will be notified, and the meter will be scheduled to be replaced or repaired. Until a replacement meter is installed or repairs are made, the building will be billed according to estimated use. This billing practice may include any or all of the followings:

1. History, based on use during comparable months.

2. Average annual consumption.

3. On square foot assignment (Flat Rate Usage), referenced on page 16.

F. New Utilities connections will not be provided to any new or renovated buildings until new meters are installed and certified to be operation properly.

G. All new E&G, IFAS, HSC, Division Of Housing, and Shands new or renovated buildings must provide a remote access controller and all necessary programming to allow PPD to monitor chilled water/steam totalization for billing.

H. Potable water (tap or drinking water) is a valuable utility that must be conserved and efficiently used throughout campus. Where potable water is required to support research/experiments (by one-time pass through), use will not exceed 30 minutes duration and must be under constant observation by qualified personnel. Research/experiments requiring more than 30 minutes of pass through water must use self-contained recycle cooling equipment. The Director, Physical Plant Division, must approve exceptions to this policy in writing in advance.

V. EXPANSION PROVISIONS

New or renovated building/facility projects shall be connected to the University's existing central plant and utility distribution systems. In the case where a new, renovated or expanded facility is unusually remote from a central or distributed system, or where its characteristics suggest alternatives to central plant/distribution connections, an analysis will be performed at Physical Plant Division's discretion to determine economic, performance, and maintenance feasibility.

A. Adequate reserve capacity, both production and distribution shall be maintained in all systems. Adequate reserve capacity shall generally mean the ability to meet demand for services with any single unit out of service.

B. Additions to production and distribution systems required by new construction or new demand shall be funded by the user creating the need, unless a formal decision is made that capacity is available and a specific written exception is granted.

If additional capacity is available without adding to the utility production or distribution systems, then the cost of required new demand will be charged to the new or renovated building/facility project and placed in an escrow account for use in supplementing the cost of the next plant addition and /or providing for over sizing of distribution systems to allow for future connections to future facilities.

C. The user who is responsible for creating the need for an addition shall be fiscally responsible for a prorated share of the total capacity added.

D. The Physical Plant Division, with cooperation from Facilities Planning & Construction, shall be responsible for planning utility capacity growth to keep pace with the planned addition of new buildings and facilities on campus.

E. Facilities Planning & Construction, with cooperation from Physical Plant division shall be responsible for including all funds necessary to pay for utilities expansion required in the budget of each major construction project for UF facilities.

F. All expansion must conform to the University of Florida Design & Construction Standards. Installation by Cox Communications, Bell South, GRU Communications or other entities shall meet the requirements of the University of Florida Design and Construction Standards.

G. The University of Florida Design & Construction Standards should be consulted for specific burial depths of utilities. Where any question exists, contact the UF Utilities Planner or Operations Engineering. In no case shall underground installation be less than 24 inches below grade.

H. All expansion must include isolation devices and metering devices as applicable that shall be funded by the user creating the need. These devices, once installed and accepted, become property of the Physical Plant Division.

I. Physical Plant Division shall obtain all permits for utility expansion from the appropriate agency; Physical Plant Division shall represent the University for all installations/utilities permits.

J. Requests for well drilling permits must be processed through the Physical Plant Division dig permit office.

K. All storm water permits must be processed through the Physical Plant Division with information copy to Facilities Planning & Construction (to assure compatibility with overall campus development plans).

L. All utilities systems designs and all utilities system construction must have approval of Physical Plant Division. As-built drawings must be provided to Physical Plant Division's Architecture & Engineering department after construction is completed. Additionally, as-built drawings must be submitted in Auto-Cad format.

M. Service fees imposed by utility services suppliers to the University shall be the responsibility of the budget entity creating the need. The Physical Plant Division reserves the right at time of project construction or when usage dictates to collect and escrow service fees in order to pay any type service fee based on expected usage.

N. The capital costs of sewage pretreatment shall be borne by the budget entity creating the need. A processing surcharge may also be imposed based on the quality of effluent being processed and the cost impact to the normal operation of the system.

O. The cost to investigate, recover, and neutralize illegal substances dumped in the waste stream will be borne by the Department, Division, College or other entity that is responsible for the occurrence.

VI. FINANCIAL PROVISIONS

A. The University accounts for utility operations as Auxiliary operations.

B. The Physical Plant division shall receive from all users payments to cover the cost of utility services consumed, whether metered or estimated consumption. In the case of utility services provided to non-metered users, the rate shall be determined according to the square footage of the area served. This rate shall be determined by taking the difference between "Total Utility Costs" less than amount billed to buildings with meters, divided by the total square footage of non-metered buildings. Each non-metered user will be billed according to gross square footage of the building.

C. The rate shall be determined by the following formulas:

Electric rate:

$$\$/Kwh = \frac{[A]}{[B]}[C] + \frac{[D]}{[B]}$$

where:

A = Total CYTD Electricity Cost from Bills
B = Total CYTD PPD Kwh Meter Reading
C = [1+% increase/decrease in estimated adjustment based on projected FPC rates]
D = Total CYTD Distribution Cost

Note: In all formulas, CYTD: Calendar Year to Date (January – December).

Chilled Water Rate:

$$\$/Kth = \frac{\text{Total CYTD utility cost for chilled water production}\ [\$Steam * A + \$Water * B + \$Electric * C + \$Sewer * D] + [E * F]}{[G]}$$

where:

A = 1 ± % Projected Increase/Decrease in Steam Cost/Klb.
B = 1± % Projected Increase/Decrease in Water Cost/KGal
C = 1± % Projected Increase/Decrease in Electric Cost/Kwh
D = 1± % Projected Increase/Decrease in Sewer Cost/Kgal
E = CYTD Distribution Cost
G = Total CYTD Recorded Chilled Water Consumption by UF

Steam rate:

$$\$/Klb = \frac{[A]}{[B]}[C] = \frac{[D]}{[B]}$$

where:

A = Total CYTD Cost for UF Steam Consumption Based on FPC Bills
B = Total CYTD Consumption (Klb.) by UF based on FPC Bills
C = 1 ± % Increase/Decrease in FPC's Projected steam rate
D = CYTD Distribution Cost

Water Rate:

$$\$/KGal\ Water = \frac{[A]}{[B]}[C] + \frac{[D]}{[B]}$$

where:

A = Total CYTD Cost for UF Water Consumption based on GRU Bills
B = Total CYTD Consumption (KGal) by UF based on GRU Bills
C = 1 ± % Increase/Decrease in GRU's Projected Water Rate
D = CYTD Distribution Cost

Sewer Rate:

Note: Total Billable Sewer Charges Will *Be* Based on Building Water consumption.

$$\$/KGal\ Sewer = [A] / KGal\ Water$$

Where:

A = Cost Associated with Treatment of wastewater per KGal.

D. In determining the annual projected costs for production and distribution of the utility service to the users, the following cost elements will be used to determine the cost:

1. Purchased utilities.
2. Salaries of production and repair personnel.
3. Repair and maintenance expenses.
4. Office overhead related to production and distribution centers.

5. Repairs to production and distribution systems that are not capitalized.
6. Depreciation of plant and equipment.
7. Emergency repair allowance.
8. Capitalization for cash flow management.

E. The billing unit level for consumption measurement is as follows:

MEASURE		ALTERNATE
Electrical Power	- Metered KWH	Gross Sq. Ft.
Water	- Metered K Gallons	Gross Sq. Ft.
Sewage Treatment	- Based on Water Consumption	Gross Sq. Ft.
Steam	- Metered K pounds	Gross Sq. Ft.
Condensate	- Metered K pounds	Gross Sq. Ft.
Chilled Water	- Metered K tons hours	Gross Sq. Ft.
Telephone	- Circuit/Instruments/ Usage (long distance)	All Actual
Refuse/Medical Waste	- Container Capacity (Cubic yards) and service frequency.	All Actual
Alarm System	- Circuits	All Actual
Radio Communications	- Units	All Actual

F. Adjustments of consumption charges (credits or debits) will be made only during the UF fiscal year in which they occur.

G. The University Controller may exercise override privileges over users' funds to collect outstanding receivables for all utility services.

H. The University's PPD/Operations department shall have the right to inspect and require calibration for all meters used to measure consumption. Meter tolerances required will be in accordance to state regulations.

I. The University, in accordance with existing personnel rules and state laws, will pursue and prosecute any individual who purposely alters or causes any meter to misread or improperly measured.

J. The general level of consumption measurements will be on a customer basis at the point in the distribution system where billable information may be collected within system accuracy requirements. The cost of metering at the sub-building level shall be borne by the building occupant requesting the metering.

K. Subsequent allocation of utility bills shall be the responsibility of the user. If shared meters are in use, Physical Plant will make the allocation.

L. The cost of providing services to a new user shall be determined on an incremental cost basis. If additional plant capacity is required, the cost shall be part of the incremental cost.

M. The cost of capital addition to the plant shall be added to the fixed asset registers.

N. In the event of a deficient or inoperable meter, consumption charges shall normally be based on prior year's consumption figures adjusted for rate changes and for appropriate changes in usage caused by additional equipment, change in building use or climatic changes, or by averaging the last 12 months of readings, which ever apply best for the condition of the building.

O. Refuse waste requiring special treatment or handling may generate additional costs that shall be added to the department responsible for generating the waste.

Other Notes: