PART 1: GENERAL

1.01 SUMMARY

Facilities Engineering (FE) and the Utilities & Infrastructure Operations Department, located in the Humphreys Service Building, will assist the architect, engineer, project manager or the Contract Colleges Facilities Office in identifying the necessary valves or switching required to accommodate the tie-in of new utility systems for renovation or new construction projects, or utility renewal projects. Utilities operational needs take precedence over project needs.

1.02 SCHEDULING AND COORDINATING INTERRUPTIONS

A. Shutdown requirements and the required order of construction operations shall be included in the bid documents by the architect or engineer. This information is required for scheduling, integrity, and re-routing of services during construction. It shall be reviewed with FE and Utilities & Infrastructure Operations during the design development stage of the project.

B. Shutdowns shall be scheduled to accommodate system loads and a reliable supply of utilities to all of campus. Chilled water and steam shutdowns can be scheduled only during off-peak seasons.

C. Location of the switches and valves, bypasses, and temporary services shall be identified by the Utilities Department. FE shall provide this information to the engineer and the architect who are responsible for the final description and documentation for the contractor.

D. The project manager shall coordinate utility connections with the Utility Distribution Manager. The Utility Connection & Turn-On Requirements checklist provided by the Utilities Department must be filled out by the project team and submitted to the Utilities Department a minimum of seven (7) days before turning on the system.

E. The project manager shall coordinate the shutdown details required for the project with the Customer Service Center at (607) 255-5322 (Humphreys Service Building) and with the contractor with the assistance of the Utilities Department. A minimum of seven (7) days’ notice to the Customer Service Center is required for shutdown scheduling and proper notice to those affected.

F. The Customer Service Center will contact those being affected and determine the proper time for the shutdown.
G. In general, coordination for interruption of all Cornell utilities located within buildings are the responsibility of Campus Zone Manager and the Building Coordinator; they will work with Customer Service, as required. Cornell utilities located outside buildings and coordination for their interruption are the responsibility of the Utilities Department with FE coordinating this information.

H. Non-Cornell utilities shall be coordinated directly with the respective utility owner by the project manager, who will also notify Cornell Utilities & Infrastructure Operations of all new connections.

I. It shall be a requirement in the contract documents that the contractor shall contact Dig Safe NY to identify all underground facilities in the area.

1.03 COSTS AND AUTHORITY

A. All costs incurred for the shutdown, interconnecting of temporary utilities, valving, switching, or connection of temporary cooling lines shall be paid for by the project.

B. Only approved Cornell Central Zone personnel will actuate any valves or do switching of electric circuits. Contractor shall not operate any such items.

1.04 PERMANENT RECORDS

A. New lines, valves, and switches installed as part of the project are to be included on updates of FE record drawings. Thus, the architect or engineer shall include these details on the Asbuilts to be delivered at the conclusion of the project.