



## **Building Utilities Change Authorization:**

Project manager name, phone number and email address:

Engineer name, phone number and email address:

Date:

Building name and number:

System affected:

Location of change:

Existing system information:

1. Flow: min, max, steady state and intermittent
2. Temperature: min, max, steady state and intermittent
3. Pressure: min, max, steady state and intermittent
4. Flow diagram: demand and consumption, equipment capacity, pipe size, valves, meters, regulators etc
5. Schematic diagram

Proposed change:

1. Describe addition or deletion of equipment with capacity information
2. Describe modification of system
3. Flow diagram, schematic (drawings or sketches) and physical drawings

System shut down date and duration:

Other systems and occupants affected:

Construction start and end:

Notice to be issued:

1. Shut down notice.
2. Hot work permit.
3. Facilities Services area supervisor.
4. Building permit
5. Energy Code review.

System testing:

1. list all tests required
2. test reports required

Inspection date after modification:

As-built drawings:

Close-out signatures: