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

System testing:
1. list all tests required
2. test reports required

Inspection date after modification:

As-built drawings:

Close-out signatures: