



UBC Energy & Water Services
 6130 Agronomy Road, Vancouver, BC V6T 1Z3
 Tel: (604) 822-9445 Email: Utilities.clerk@ubc.ca

WATER SERVICE ACTIVATION REQUEST

Part 1. INSTRUCTIONS

- Operation of all UBC Energy and Water Services (EWS) valves is to be performed by UBC EWS staff only.
- Written Activation Request must be submitted to UBC EWS 48 hours in advance of requested activation date.
- All service valves must be located and made accessible by contractor.
- UBC EWS is not responsible for any part of the installation beyond the demarcation point of service.
- **Submit Activation Request to UBC EWS:**

Civil Engineer, Saad Ibrahim, P. Eng.
 Utilities Manager, Jeannie Lee, P.Eng.

saad.ibrahim@ubc.ca
jeanniem.lee@ubc.ca

Part 2. REQUESTOR INFORMATION

Project Name: _____ Contractor or UBC Dept.: _____

Project Address/ Building Name: _____ Date: _____

Requestor Name: _____ Title: _____ Requestor Phone #: _____

Signature of Requestor: _____

Site Contact Name: _____ Site Contact Phone #: _____

Size of Service: _____ Location of Service: _____

Date and Time of Requested Activation: _____

FOR ALL ACTIVATION INSPECTIONS: A SET OF REDLINE DRAWINGS AND COMPLETED RELEVANT SECTION OF MECHANICAL UTILITIES CONSTRUCTION CHECKLIST MUST BE PROVIDED

WATER:

Activation purpose: Testing Temporary water supply Permanent water supply

For both Temporary and Permanent Water Supply Requests:

Meter & Remote reader/BMS installed Backflow device(s) installed

ATTACHED:

Chlorination Test Results Pressure Test Results
 Microbiological Test Results (total coliform & E. coli) Backflow Device Test Report(s)

Required for all activation purposes:

Engineer of Record (name & signature): _____

Company Name: _____ Date: _____

EOR to ensure: all required inspections have been completed, the service is safe to activate, and to the best of the Engineer's knowledge and belief, the Contractor has constructed the piping in accordance with all applicable codes.

Part 3. UBC EWS Office Use Only

Date Request Received: _____ W.O. No: _____

Received By: _____ Authorized by: _____

Activated By: _____ Date Activated: _____

Comments: _____