

UC DAVIS

UTILITIES

- TO:** Project Manager, Design and Construction Management (DCM) & Contractors using Temporary Utilities on UC Davis campus
- FROM:** Utilities Department
- RE:** Temporary Utilities – DCM / Contractor (Division I) Requirements

PROJECT MANAGER (DCM)

Establishing Utilities Services

DCM submits the work order(s) to initiate meter installation for all utilities metering points.

Service	Authorized Amount
Electricity	\$1,000
Water/Sewer/Gas	\$ 500
Chilled Water/Steam	\$ 500

Utilities Department Contacts

- **Electricity:** Terry Duncan tduncanii@ucdavis.edu 530-979-1992 (back-up Joe Carbahal 530-681-2241)
- **Water/Sewer/Gas:** Joel McCoy jymccoy@ucdavis.edu 530-219-1304 (back-up Terry Duncan 530-979-1992)
- **Chilled Water/Steam:** Terry Duncan 530-979-1992 (back-up Chili Denison 916-826-5484)

CONTRACTOR

Establishing Utilities Services

Utilities services must be established according to start-up guidelines for each utility system by working with DCM Inspectors and a Utilities Department representative.

Exhibit 43

In order to comply with Division I in your contract, Exhibit 43 must be completed for all temporary and permanent metered utilities on the project. If you do not already have a Banner Account Number, Utilities will ensure one is set up for you. Return the completed form to utilbill@ucdavis.edu and provide your accounts payable contact information and the email address to which we should send the monthly utilities invoices.

Invoice Payments and Billing Questions

Charges are processed and invoices emailed to customers once per month, in the month following the usage/service period.

Payments are due upon receipt of the invoice and should reference the 9-digit Banner Account Number (Customer #). To avoid duplicate payments, only remit payment based on the Utilities invoices.

Make check payable to: **UC Regents**

USPS Mailing Address:	Cashier's Office University of California PO Box 989062 West Sacramento, CA 95798-9062	UPS/FedEx:	Cashier's Office 1200 Dutton Hall One Shields Ave Davis, CA 95616
-----------------------	---	------------	--

Direct any questions regarding invoices or billing statements to utilbill@ucdavis.edu.