



# ELECTRICAL CUSTOMER WORK REQUEST

1. SERVICE/ADDRESS INFORMATION		2. CUSTOMER INFORMATION		3. CONTRACTOR INFORMATION	
No. & Street:		Company Name:		Company Name:	
Boro/Muni:		Contact Person:		Contact Person:	
Town & Zip:		Mailing Address:		Mailing Address:	
Part Supplied:	Business Type:	Town & Zip:		Town & Zip:	
Cross Street:		Phone No.:	Fax No.:	Phone No.:	Fax No.:
4. Service Date:	5. Start Date:	E-mail Address:		E-mail Address:	

6. Request for: **New Premises** \_\_\_ **Existing Premises** \_\_\_ **Temporary Service** \_\_\_ **No Additional Load** \_\_\_

7. Construction Info: a. Commercial \_\_\_ Industrial \_\_\_ Residential \_\_\_ (# of Units/Families \_\_\_)  
 b. Total Square Feet: \_\_\_ est. (Comm'!: \_\_\_ Sq. Ft./Residential: \_\_\_ Sq. Ft.)  
 c. Total Number of Floors: \_\_\_ (Above Grade: \_\_\_ / Below Grade: \_\_\_)

### 8. ELECTRICAL LOAD BREAKDOWN/INFORMATION

(Enter **total** connected new/additional load only; if no new/additional load being added describe work activity in Remarks)

		3 Phase	1 Phase	Voltage	Largest HP	LRA / FLA	Application
<b>Air Conditioning</b>	Central HP:	_____	_____	_____	_____	___/___	_____
	Computer HP:	_____	_____	_____	_____	___/___	_____
	Room HP:	_____	_____	_____	_____	___/___	_____
<b>Computer</b>	KW:	_____	_____	_____	_____	___/___	_____
<b>Cooking</b>	KW:	_____	_____	_____	_____	___/___	_____
<b>Heating</b>	Space KW:	_____	_____	_____	_____	___/___	_____
	Water KW:	_____	_____	_____	_____	___/___	_____
<b>Lighting</b>	KW:	_____	_____	_____	_____	___/___	_____
<b>Misc./Receptacles</b>	KW:	_____	_____	_____	_____	___/___	_____
<b>Motors</b>	General HP:	_____	_____	_____	_____	___/___	_____
	Elevators HP:	_____	_____	_____	_____	___/___	_____
<b>Elevators are:</b>		<b>Hydraulic</b> ___	<b>Traction</b> ___	<b>(Other</b> _____ <b>)</b>			
<b>Refrigeration</b>	HP:	_____	_____	_____	_____	___/___	_____
<b>Other/Misc.</b>	KW:	_____	_____	_____	_____	___/___	_____
	HP:	_____	_____	_____	_____	___/___	_____
<b>Welding</b>	KW:	_____	_____	_____	_____	___/___	_____
<b>Arc</b> ___ <b>or Rotary</b> ___		<b># of Welds per Minute</b> _____		<b>(Metal: Type</b> _____ <b>&amp; Thickness</b> _____ <b>)</b>			

9. Is Emergency Generation being installed? No \_\_\_ Yes \_\_\_ Total KW: \_\_\_\_\_ (units/size \_\_\_/\_\_\_ \_\_\_/\_\_\_)

10. Remarks:

Date Submitted: \_\_\_/\_\_\_/\_\_\_ Submitted By: \_\_\_\_\_ License No. \_\_\_\_\_

**Note:** Prepare a copy for Con Edison and fax, and copies for the Contractor and Customer.



# General Processing Information, Guidelines and Recommendations

## 1. General Processing Information

- a. Based upon this filing and unless notified in writing, the *Customer Information* provided on the reverse side, will be considered the "**primary**" customer.
- b. All communications concerning this project will be limited to those contacts identified within the *Customer and Contractor Information*, as provided on the reverse side, unless notified otherwise.
- c. **Incomplete and/or Missing Information will result in processing delays**. Please ensure it is complete and accurate (includes full Customer & Contractor Information), new construction requires site & plot plans.
- d. **Within 10-days** of our receipt of this request, both the *Customer* and *Contractor* will receive some form of confirmation of its receipt (Receipt Acknowledgement, Additional Information Required and/or a Service Ruling).
- e. Familiarize yourself with Con Edison's website ([www.coned.com](http://www.coned.com)), for it has a wealth of information; *Job Status, Employee Contact Information, Service Specifications*, as well as potential opportunities to lower your Electric Bills through various *Conservation Programs* and *Energy Suppliers*.
- f. Con Edison's **Standards of Business Conduct** prohibits any of its employees from accepting gifts, tips or any form of a gratuity. Failure to comply with this mandate can result in significant consequences to the employee and anyone else accepting and/or making such an offering.

## 2. General Guidelines & Recommendations

- a. Ensure your electrical work is being performed by a **Licensed Electrician**.
- b. To **avoid mistakes, errors and/or confusion**, the Contractor's work should not begin until both the *Customer* and *Contractor* have received the Company's Service Ruling which generally identifies the service design, specifications, point of entry location, etc. which must be adhered to.
- c. Instances involving **Temporary Services** and/or other types of **Accommodation Customer charges** (e.g. pole relocation, Overhead-to-Underground service changes, etc.) must be paid in advance of the Company performing any of its construction activities and/or DOT permit processes.
- d. As required by various laws and regulations, Company employees must have **clear access** to the service equipment without risking contact with environmental issues (e.g. asbestos-containing material, sewage, chemical spills, etc.) or physical hazards (e.g. defective stairs, excessive debris, etc.).
- e. If it has been determined that the premises is to receive an underground service, **we highly recommend** that you ensure your Contractor installs your service pipe/sweep or property-line box immediately, and he/she submits an *Interim Inspection Checklist* attesting to its installation for our inspection. Upon our inspection, a **minimum of 30-days** is required to secure DOT Street Opening Permits and coordinate street digging activities so to install our service duct/conduit.
- f. A Final Inspection is generally made within **5-days** after the Contractor and/or Customer has; submitted a *Final Inspection Checklist* (attests to Contractor's service work being fully completed), and provided Con Edison with a *Certificate of Inspection* (NYC locations) or *Underwriters Affidavit* (Westchester locations), and if applicable, provided a Service Application and Deposit.
- g. Overhead Services and/or Meters are generally installed/energized within **7-Business Days** after the Company has completed its *Final Inspection*. Underground Services and/or Meters are generally installed/energized within 7-Business Days after the Company has completed its Final Inspection and street digging activities (see above item e).

Want Quicker Results?

**File and Communicate Electronically!!!**