



## PLUMBING (GAS) CUSTOMER WORK REQUEST

EXHIBIT A

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 <input type="checkbox"/> Existing Premises <input type="checkbox"/> Temporary Service <input type="checkbox"/> No Additional Load <input type="checkbox"/>									
7. Construction Info: a. Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> (# of Units/Families <input type="text"/> )									
b. Total Square Feet: <input type="text"/> est. (Comm'l: <input type="text"/> Sq. Ft./ Residential: <input type="text"/> Sq. Ft.)									
c. Total Number of Floors: <input type="text"/> (Above Grade: <input type="text"/> / Below Grade: <input type="text"/> )									
<b>8. CONNECTED GAS LOAD BREAKDOWN/INFORMATION</b> (Enter connected CFH loads only; if no new/additional load being added describe work activity in Remarks)									
	<b>APPLICANT'S LOAD</b>					<b>BUILDING/OTHER LOAD</b>			
	<i>Existing Load</i>			<i>New &amp; Additional Load</i>			<i>Existing Load</i>		
	<u># Units</u>	<u>CFH/Unit</u>	<u>Total</u>	<u># Units</u>	<u>CFH/Unit</u>	<u>Total</u>	<u># Units</u>	<u>CFH/Unit</u>	<u>Total</u>
Air Conditioning	_____	_____	_____	_____	_____	_____	_____	_____	_____
Cooking	_____	_____	_____	_____	_____	_____	_____	_____	_____
Dryers	_____	_____	_____	_____	_____	_____	_____	_____	_____
Generation	_____	_____	_____	_____	_____	_____	_____	_____	_____
Heating									
Space	_____	_____	_____	_____	_____	_____	_____	_____	_____
Water	_____	_____	_____	_____	_____	_____	_____	_____	_____
Temporary	_____	_____	_____	_____	_____	_____	_____	_____	_____
Refrigeration	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other/Misc.	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____
9. If on-site Gas fired Generation involved: a. <b>Purpose:</b> Emergency <input type="checkbox"/> CoGen <input type="checkbox"/> Other <input type="checkbox"/>									
b. <b>Fuel:</b> Gas Only <input type="checkbox"/> Dual (Oil & Gas) <input type="checkbox"/> Other <input type="checkbox"/>									
c. <b>Electric:</b> Total KW: <input type="text"/> (units/size <input type="text"/> / <input type="text"/> KW <input type="text"/> / <input type="text"/> KW)									
10. Remarks:									
Date Submitted: <input type="text"/> / <input type="text"/> / <input type="text"/> Submitted By: <input type="text"/> License No. <input type="text"/>									



## General Processing Information, Guidelines and Recommendations

EXHIBIT A

### 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 Gas 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 plumbing work is being performed by a **Licensed Plumber**.
- 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. point of service relocation, multiple services, 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 a new or upgraded service, **we highly recommend** that you ensure your Contractor installs your applicable service pipe, sweep and/or sleeve 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 pipe.
- 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), provided Con Edison with a *Plumbing Inspection Certificate* from the Governmental Authorities having Jurisdiction, a *Plumber's Pressure Test Affidavit*, and if applicable, a *Welder's Affidavit* and Service Application and Deposit.
- g. Meters are generally installed and "turned-on" 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!!!**