



**UBC Energy & Water Services**  
 6130 Agronomy Road  
 Vancouver, BC V6T 1Z3  
 Tel: (604) 822-9445 Fax: (604) 822-8833

## BUILDING TURNOVER INFORMATION FOR UTILITIES

Please **contact our office for a final meter read** and complete Parts 1, 2 and 3 in full. Return this form and accompanying materials to the address/fax above to the attention of the Mechanical Utilities Manager. For assistance please call Erin Kastner at (604) 822-1333.

**DATE OF BUILDING TURNOVER (DD-MM-YY)** \_\_\_\_\_

### PART 1 – Contact Information of Person Completing Form

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Alternate: \_\_\_\_\_

### PART 2 – Building Contact and Customer Billing Information

Building Name: \_\_\_\_\_  
 Building Address: \_\_\_\_\_  
 Building Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_

#### Customer Billing Information

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

### PART 3 – Checklists

#### a) Backflow test reports attached?

- Drinking water supply
- Fire Protection
- Irrigation
- Outside irrigation chamber

#### b) Water meter pro-read installed?

- YES    NO If no, provide expected date of installation and a key for temporary access to meter (security deposit will not be returned until this requirement is met)  
 (DD-MM-YY) \_\_\_\_\_

#### c) Temp backflow device returned to Energy & Water Services?   YES   NO

**Office use only: Date Readings Taken (DD-MMM-YY):** \_\_\_\_\_

SERVICE	METER LOCATION*	SERIAL #	READING		
			(High)	(Low)	Pro-read working? (Y/ N)
WATER					
GAS					
ELEC					(mx. dem.)
STEAM/Hot Water			(GT)/(MWh)		