



**UBC Energy & Water Services**  
 6130 Agronomy Road  
 Vancouver, BC V6T 1Z3  
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# DES CONSTRUCTION COORDINATION FORM

This form is intended to guide projects through the steps and procedures required to successfully coordinate with UBC EWS and obtain approval for various construction activities/stages. A copy of this form should be provided at the Pre-Construction Meeting and the form should be completed and submitted to UBC EWS prior to final completion and acceptance of the project.

Note that this form addresses coordination with the DES only. Coordination for all other EWS utilities is not outlined in this form and should be addressed separately.

## PART 1 – Project Information

Project Name: _____	Location: _____
Project Owner: _____	Contact: _____
Phone Number: _____	Email: _____
Project # _____	PO# _____

## PART 2 – UBC EWS DES Utilities Key Contacts

People and Process Manager- Plant Ops, BRDF and CEC, Jason Rako – 604-827-0038 – [jason.rako@ubc.ca](mailto:jason.rako@ubc.ca)  
 Senior Manager, Thermal Utilities, Clayton Mullen– 604-827-0038 - [clayton.mullen@ubc.ca](mailto:clayton.mullen@ubc.ca)  
 Utility Systems Specialist, Joshua Wauthy – 604-822-1131 – [joshua.wauthy@ubc.ca](mailto:joshua.wauthy@ubc.ca)  
 District Energy System Process Specialist, Kevin Phelan – 604-827-4415 – [kevin.phelan@ubc.ca](mailto:kevin.phelan@ubc.ca)  
 People and Process Manager, Russell Neal – 604-839-6790 – [russell.neal@ubc.ca](mailto:russell.neal@ubc.ca)  
 Project Coordinator, Brennan Sekora – 604-822-0098 – [brennan.sekora@ubc.ca](mailto:brennan.sekora@ubc.ca)  
 Energy and Water Services Head Steamfitter, Michael Carroll - 604-822-3895 - [mike.carroll@ubc.ca](mailto:mike.carroll@ubc.ca)

## PART 3 – DES Construction Checklist

Total Length of DES Pipe Installed: \_\_\_\_\_ m      Number of Connections to UBC System: \_\_\_\_\_

Pipe Diameter: \_\_\_\_\_ mm      Pipe Material: \_\_\_\_\_ Outside primary or ETS Piping \_\_\_\_\_

*ALL CHECKLIST ITEMS MUST BE COMPLETE FOR UBC EWS FINAL ACCEPTANCE OF INSTALLATION.*

<u>Construction Activity and Coordination Required</u>	Completed
<u>Pre-construction Activities and Documents</u>	
1. <b>Consultant to submit Utility Service Connection Application</b>	<input type="checkbox"/> YES
2. <b>Consultant Design Registration</b> <ul style="list-style-type: none"> <li>• Stress Calculations</li> <li>• TSBC Design Registration</li> </ul>	<input type="checkbox"/> YES

<b>3. Consultant IFC Drawings</b>	<input type="checkbox"/> YES
<b>1. Contractor to submit following documentation:</b>	
<ul style="list-style-type: none"> <li>a. Copy of "A" contractors TSBC accepted QCM (Quality Control Manual)</li> <li>b. Registered Welding Procedure used (WPS) and (PQR)</li> <li>c. Welders Procedure Qualification (WPQ)</li> <li>d. Copy of the Welders LOG BOOK <ul style="list-style-type: none"> <li>I. Registration Page</li> <li>II. Procedures qualified to use</li> <li>III. Welders continuity (work history)</li> </ul> </li> <li>e. Copy of TSBC Contractors License</li> <li>f. Copy of the Logstor/Brugg Training Certificate</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES
4. Email to TSBC and CC EWS. – Notifying TSBC of the planned DES registered piping construction, and the construction schedule.	<input type="checkbox"/> YES
2. DES Energy Meter Order	<input type="checkbox"/> YES
<b><u>Constructing Registered Piping System</u></b>	
<b>1. Traveller</b> <ul style="list-style-type: none"> <li>a. Contractor hold points</li> <li>b. Owners Inspector hold points</li> <li>c. BSO hold points</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES
2. All open ends of the piping have been capped during construction and transportation keeping any debris from entering the piping.	<input type="checkbox"/> YES
3. Submit DES Flushing and cleaning plan for approved by EOR	<input type="checkbox"/> YES
4. Submit planned discharge form for approval. Min 1 week prior to Planned flushing work. <a href="https://riskmanagement.sites.olt.ubc.ca/files/2021/05/UBC-Planned-Discharge-to-Sanitary-Form-2021.pdf">https://riskmanagement.sites.olt.ubc.ca/files/2021/05/UBC-Planned-Discharge-to-Sanitary-Form-2021.pdf</a>	<input type="checkbox"/> YES
5. Contractor to notify UBC EWS a minimum 48 hours prior to DES pipe installation. UBC EWS shall be provided access to inspect the pipe installation prior to backfilling or covering. Inspection of all welded joints and BX and C2L kits is required.	<input type="checkbox"/> YES
6. NDE and visual inspections	<input type="checkbox"/> YES
7. Perform flushing and cleaning as per approved Flushing and planned discharge plan. Scheduled with EWS minimum 48 hours in advance.	<input type="checkbox"/> YES
8. Hydro Testing using a Certified Guage. Provide copy of the guage certification from testing agency prior to Hydro test. Hydro testing to be scheduled with TSBC and EWS a minimum of a week in advance.	<input type="checkbox"/> YES
9. All field changes to design must be signed off by the Engineer of Record and approved in writing by UBC EWS prior to installation. Field changes should also be reflected in redline drawings.	<input type="checkbox"/> YES
10. If a DES shutdown is required for a connection, notify UBC EWS and submit a System Shutdown Application Form to UBC Building Operations a minimum 10 working days prior to shutdown date. Form found here: <a href="https://buildingoperations.ubc.ca/files/2017/05/Shutdowns_V4.pdf">https://buildingoperations.ubc.ca/files/2017/05/Shutdowns_V4.pdf</a>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
11. Prior to final service activation Contractor to arrange for a UBC EWS final walkthrough site inspection with the Engineer of Record to confirm that surface features (valve boxes, manholes	<input type="checkbox"/> YES

	etc.) are correctly installed, located as per redline drawings and brought up to finished grade elevations. All valve boxes to be clear of rocks and be installed so valves have clear access to operate with the proper size valve box piping.	
	12. Submit a Service Activation Request signed by EOR min 48 hours prior to requested service activation date.	<input type="checkbox"/> YES
<b>Close out documentation</b>		
	1. Survey new infrastructure at key points (bends, valves, etc.) to be included in redline drawing information.	<input type="checkbox"/> YES
	2. Provide UBC EWS with redline drawings of DES piping within 2 weeks of activation.	<input type="checkbox"/> YES
	3. Contractor/Project Manager to submit following documentation to EWS:	
a.	Copy of "A" contractors TSBC accepted QCM (Quality Control Manual)	<input type="checkbox"/> YES
b.	Registered Welding Procedure used (WPS) and (PQR)	<input type="checkbox"/> YES
c.	Welders Procedure Qualification (WPQ)	<input type="checkbox"/> YES
d.	Copy of the Welders LOG BOOK	<input type="checkbox"/> YES
	I. Registration Page	<input type="checkbox"/> YES
	II. Procedures qualified to use	<input type="checkbox"/> YES
	III. Welders continuity (work history)	<input type="checkbox"/> YES
e.	Copy of TSBC "A" Contractors License	<input type="checkbox"/> YES
f.	Copy of the Logstor/Brugg Training Certificate	<input type="checkbox"/> YES
	4. Weld maps	<input type="checkbox"/> YES
	5. NDE Reports and visual examination report for the DES piping	<input type="checkbox"/> YES
	6. Testing Reports – Hydrostatic/and or in-service Test Report - co-signed by TSBC Inspector OR Owner's Rep	<input type="checkbox"/> YES
	7. Hydro testing Certified Gauge certification from an approved testing agency	<input type="checkbox"/> YES
	8. TSBC "Construction Data Report for Piping Systems" or "Repair and Alteration" form and notification to TSBC worked has been completed.	<input type="checkbox"/> YES
	9. Copy of TSBC Contractors "A" License	<input type="checkbox"/> YES
	10. MDR for all material used in construction	<input type="checkbox"/> YES
	11. As-Built Photos	<input type="checkbox"/> YES

NOTE THAT ALL UTILITY SYSTEM VALVES ARE TO BE OPERATED BY UBC EWS STAFF ONLY.

**PART 4 – Submission Confirmation**

ALL CHECKLIST ITEMS MUST BE COMPLETE FOR UBC EWS FINAL ACCEPTANCE OF INSTALLATION.

Checklists to be Completed	Completed
Confirm that checklist (including the final walkthrough inspection with UBC EWS and relevant Engineer of Record) for DES has been completed.	<input type="checkbox"/> YES <input type="checkbox"/> N/A

Submitted by: \_\_\_\_\_

Submission Date: \_\_\_\_\_

**PART 10 – FOR UBC ENERGY & WATER SERVICES OFFICE USE ONLY**

Received by: _____	Date Received: _____
Approved by: _____	Date Approved: _____
Comments: _____	

