

UBC Utilities Service Standard for Campus Development

UBC Board of Governors Approval Status	Development Information Provided to UBC Utilities	UBC Utilities Support Services	Response Time (Maximum)	UBC Utilities Fee
Pre-Board Preparations	Type of development sought (e.g. housing, research, industrial); Number of buildings and units; define short list of proposed locations.	General advice on development process, where to obtain records, services available. Consultation on site services available; identify critical utility servicing issues.	3 weeks	None
Board 1 Approval: Project in principle, location, donor agreement	Confirm number of buildings, number of units, identify utility services needed. Provide a preliminary site plan drawings.	Range of expected cost of servicing; consultation on site services available; viability to relocate services if needed.	3 weeks	None
Board 2 Approval: Preliminary capital & operating budgets, schedule, select consultant, proceed with schematic design.	Provide a site plan drawing based on field survey. Final list of services desired, including energy source for heat. Re-confirm number of buildings, units, and usage. Provide building and unit occupancy estimates.	Revised cost estimate for servicing.	3 weeks	None
		Conduct field inspections to locate underground services, verify records.	3 weeks	\$300 fixed fee per utility service per site.
Board 3 Approval: Schematic design, proceed with drawings & tender.	Provide pre-tender site plan. Provide estimated average and peak loads, and service connection sizes (e.g. pipe and cable sizes) for all desired utility services.	Run system engineering models to assess impact on existing infrastructure. Re-evaluate water fire flow requirements if significant re-development of fire flow zone.	4 weeks	None
Board 4 Approval: Final capital & operating budgets, award construction contract.	Provide construction tender documents and addendums.	Specify and procure meters.	Size and order within 2 weeks. Delivery lead time by supplier.	At cost.
		Service shutdowns (Application Required)	2 weeks	\$200 fixed fee per shutdown if M-F 7:30-3:30; or \$350 after hours or weekends.
Board 5: Project completion report.	Provide copies as-built service drawings (originals to CP&D). Provide actual construction costs.	Review development process, costs, actual energy consumption, etc. as agreed.	4 weeks	None