

Approval Date: March 27, 2003
Most Recent Approval Date: June 17, 2014
Parent Policy: [Utility Service Connection Policy](#)

Installation of Auxiliary Service Connection Procedure

Office of Administrative Responsibility:	Utilities
Approver:	Vice-President (Facilities & Operations)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The Department of Utilities builds, operates and maintains all utility services in the Service Corridors. Space in the Service Corridor is at a premium and must be utilized in an orderly, consistent and economic manner.

Purpose

This procedure provides Project Managers the process for adding deleting, changing or installing new **auxiliary services** in the Service Corridors.

PROCEDURE

The Project Managers must contact the Department of Utilities to review and approve the installations of all auxiliary services.

- To install data and telecommunication cables the "Installation Permit for Data and Telecommunications Cables" must be filed. This permit is available from the Department of Utilities. The guidelines for the installation outlined in the permit shall be followed.
- When the cable installation is completed, the permit shall be returned to the Department of Utilities.

The Department of Utilities will inspect the installation when completed to ensure compliance with the installation instructions.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Auxiliary Services	Additional supplementary services, such as cabling trays etc.
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FORMS

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[Installation Permit for Data and Telecommunications Cables](#)

RELATED LINKS

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There are no related links for this Procedure.