



Utility Service Request

This form must be completed and returned to FM-BOPS Department before activation or deactivation of utilities will be processed. This includes charges for University occupied space in owned or leased properties and new construction.

Facilities Management

PLEASE EMAIL FORM TO: fm_ops@wmich.edu // tara.dehaven@wmich.edu

SERVICE REQUEST & ACCOUNT INFORMATION

Building Name (using service) _____ Bldg. # _____

Address: _____

Requested by: _____ Date: _____ Phone # _____

Fund _____ Cost Center _____ Service Start Date _____ End Date (if known) _____

METERING INFORMATION

New Meter/Service

Replacing Existing Service Meter # being replaced _____

Transfer

ELECTRIC

- Central Power Plant Meter # _____

- Parkview Campus Meter # _____

- Consumers Energy Meter # _____ Account # _____

STEAM

- Central Power Plant Meter # _____

- Parkview Campus Meter # _____

GAS

- Consumers Energy Meter # _____ Account # _____

WATER/SEWER

- City of Kalamazoo Meter # _____ Account # _____

Location of meter: (how to locate meter) _____

Sub Meter? Yes No ; if yes, what is the source building _____

Fund and Cost Center Administrator: _____ (Signature) Date: _____

Comments:

Energy Administration Specialist Use Only

Completed by: _____ Date: _____

Comments: