

**Utility Request Information Form**  
 Division of Energy Management  
 Department of Citywide Administrative Services



Complete this Utility Request Information Form (URIF) for any change in meter or billing for electricity, gas or steam services. DEM will use it to create a Service and Billing Modification Request (SBMR) and will submit the SBMR to the Utility Company. DEM will provide confirmation once the service change is made by the Utility Company; it is your job to check the energy reports provided by DEM to ensure that the Utility Company made the correct change. Submit this form with your Agency's Authorization (via email inclusion of Agency Energy Manager or Assistant Commissioner; cover letter optional), to: Marilyn Steeps ([msteeps@dcas.nyc.gov](mailto:msteeps@dcas.nyc.gov)), with a copy to Richard Risickella ([rrisicke@dcas.nyc.gov](mailto:rrisicke@dcas.nyc.gov)).

Requesting agency or institution: \_\_\_\_\_  
 ELO name: \_\_\_\_\_ ELO Tel #: \_\_\_\_\_ ELO email: \_\_\_\_\_  
 Today's date: \_\_\_\_\_ Effective date of Request \_\_\_\_\_

<b>Facility Identifiers:</b> (provide at least name and address, and for existing facilities, the OEC ID)		
Facility Name: _____	Facility Address: _____	
OEC ID: _____	B-B-L: _____	BIN: _____

Facility access staff-person: Name: \_\_\_\_\_ Tel #: \_\_\_\_\_  
 Part of facility supplied by account(s): \_\_\_\_\_ Is facility leased: \_\_\_\_\_

Type of utility service (select just one; file a URIF for each action requested):      Electricity      Gas      Steam

Action Requested (select just one; file a URIF for each action requested):

\* For a new Con Ed gas and/or electric meter, identify work order request number (CORS ID#): \_\_\_\_\_  
 \*\* Agency that account is being transferred to: \_\_\_\_\_  
 \*\*\* Reason for termination: \_\_\_\_\_  
 \*\*\*\* Other action requested: \_\_\_\_\_

Utility Company:

List of Account and Meter #s (if the Action Requested affects more than one account or meter, enter each in its own cell)

Account Number(s):	Meter Number(s):

**Service Requirements:**

Electricity (enter amount)	Gas (check all that apply)	Steam (check only one)
Lighting: _____ kW	Heating	General Rate (< 100 mlbs/mo)
Air Conditioning: _____ kW	Cooking	Annual Power Rate (> 100 mlbs/mo)
Motors _____ hp	Hot Water	
Other equipment _____ kW	Firm Service	
	Interruptible	

**NOTES**

Any bills received after the effective date of the URIF should not be paid; send to DCAS Division of Energy Management; attention Marilyn Steeps.

If a new service is required or additional load is being added to an existing service, the Utility Company must be contacted by your agency or your agency's consulting engineer, to obtain a "Service Layout" or a ruling on the adequacy of the existing service to accommodate the new load.

For information on inspections, and other procedures and rules for the installation of new electric or gas service, please check the Department of Buildings website, including but not limited to entries under "About The Buildings Department/Frequently Asked Questions"; and "Contact the Department".