

Field Engineering Electric Load Data Form Instructions

Load Data Forms must be as complete as possible with adequate and accurate information. Forms without adequate information or without plans may be delayed and/or not processed. Cost of changes due to inadequate/inaccurate information will be borne by the property owner or electrician.

Site, grading, utility and landscaping plans are required when primary electrical extensions are necessary. **A meter will not be installed until the person financially responsible for billing has set up an account with Utilities Development Services, Customer Contract Administration (719-668-8111).**

When the Load Data Form is complete, email the digital form to LoadData@csu.org. **We will only accept digital forms. Do not submit a scanned copy of the form.**

Tips:

- For apartment complexes, multiple forms may be required for each building:
 - Example: If you have [15] 100-amp meters for the units and [1] 400-amp house meter, you will need one form for the 15-unit meters with units listed in project details on the load data form, and 1 form for the house meter.
- For multi-tenant commercial, a load data form will need to be filled out for each suite, as well as one for the “house” load.
- For submittals where the loads are unknown (core & shell application) submit the house load and provide an estimated load or type of business for each suite in project details on the load data form.
 - Example: [4] medical suites, [1] fitness, [1] pet supply. Total anticipated load 150-kVA.

1) Project (Electrical Work Site) Section

Complete this section for the project that the Electric Load Data Form request is for.

- a. Address:
 - i. In the first cell labeled as “Block”, enter the numerical portion of the site address.
 - ii. In the second cell labeled as “Street Name”, enter the street name of the site address.
- b. City, State, Zip: Enter the city, state, and zip code of the site address.
- c. Business Name: Enter the name of the business.
- d. Business Type: Select the appropriate business type from the dropdown.
- e. Days/Wk: Enter the number of days a week the business site will be operating.
- f. Hrs/Day: Enter the number of hours a day the business site will be operating.
- g. Business Sq. Footage: Enter the square footage of the business site.
- h. # Units: Enter the number of units the business site has or will have.
- i. Projected Date That Site Will Be Ready For Electric Installation: Enter the date that the electrical set-up requirements at the site will be complete for Springs Utilities to begin work.

2) Electrician (Person or Company Submitting Load Data Form) Section

Complete this section with the Electrician Company and/or the person submitting the Load Data Form.

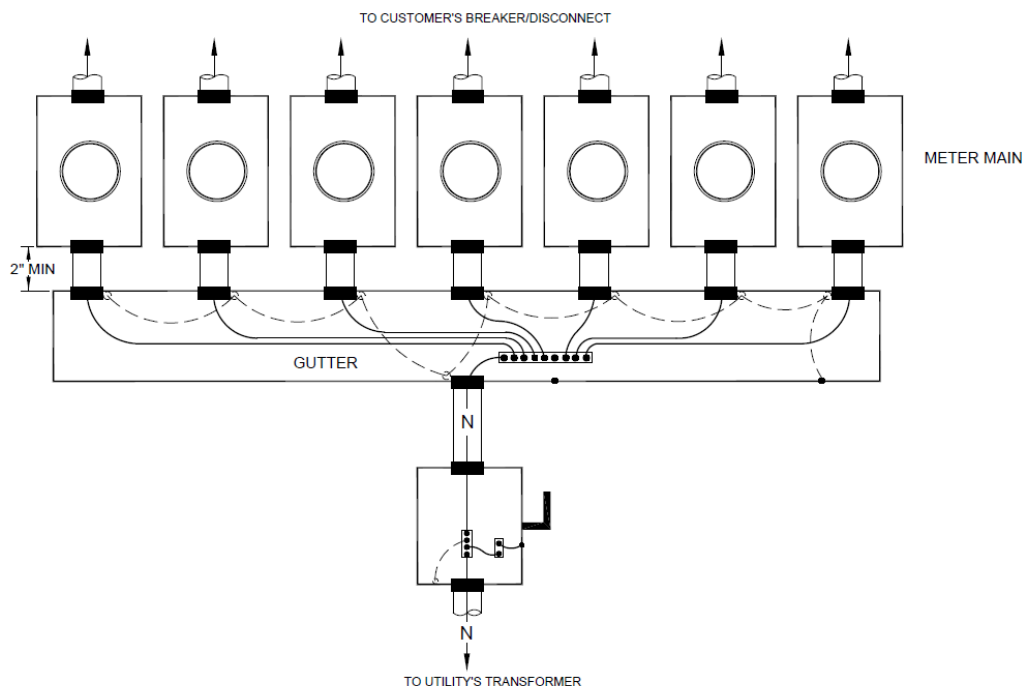
- a. Company: Enter the name of the company submitting the Load Data Form.
- b. Contact Person: Enter the first and last name of the contact person.
- c. Address: Enter the numerical and street address.
- d. City, State, Zip: Enter the city, state, and zip code of the address.
- e. Phone: Enter the contact person's office/work phone number including area code.
- f. Cell: Enter the contact person's cell phone number including area code.
- g. Email: Enter the contact person's email address.

3) Service Requested Section

Complete this section for the service requested at the project site.

Load information relating to this request is for typical load items associated with this class/size of metered main breaker panel. This request can include/involve multiple addresses. Typical load item combinations that are different will require a separate Load Data Form for each metered combination.

- a. New Gutter/Buss Size & Ex. Gutter/Buss Size: If you have multiple meters on one service, enter the new or existing gutter/buss size in amps; New or existing gutter/buss size is required when multiple meters are being fed by one service. ***Enter numbers only, no letters (i.e., do not include an "A" after the number).**
- b. New Metered Main & Ex. Metered Main: Enter the new or existing individual meter size for service in amps. ***Enter numbers only, no letters (i.e., do not include an "A" after the number).**
 - i. Description:
 1. Gutter/Buss – Total service size in amps (main breaker)
 2. Meter Main – Breaker at the meter in amps
 - ii. One main size per Load Data Form.
 - iii. Separate Load Data Form required for each meter combination.
 - iv. Meter main is always required.



- c. Meter Location: Provide where the meter will be located (i.e., where on the building, pedestal, inside, etc.).
- d. Status: Select whether the status is New or Existing.
- e. Type: Select whether the type is Permanent, Temporary, or Info. Only.
- f. # Meters: Enter the number of meters in the appropriate field.
- g. # Meter Sockets by Customer: Enter the number of sockets in the appropriate field.
- h. Service Desired: Select whether the service desired is OH (overhead), UG (underground), or OH to UG.
- i. Voltage: Select the appropriate voltage from the dropdown. If “Other” is selected, provide details in the “Project Details” box below.
- j. Installing Switchgear: Select Yes or No for installing switchgear.
- k. If Yes, Will Metering Be Integral Or Remote To Switchgear: Select appropriate choice from the dropdown.
- l. Entrance Conductors (Conductor from transformer to first point of termination):
 - i. Size & Type: Enter the size and type of conductor.
 - ii. # Per Phase: Enter the number of runs of conductor per phase.
 - iii. Conduit: Enter the size and quantity of the conduit.
- m. Project Details:
 - i. Include the unit numbers for multiple meter requests.
 - ii. Provide any extenuating circumstances for the load data. General information, meter reset, service upgrade, nominal load etc.
 - iii. Provide info on “Other” from Voltage dropdown, if selected under the Service Requested section.
 - iv. Provide info on “Other” from Space Heat and/or Backup Heat, if selected under the Load Data section.

4) Load Data Section

Complete this section for the existing and new equipment at the project site.

***Enter numbers only, no letters (i.e., do not include an “A” after the number).**

- a. Provide the 1 Phase Total and 3 Phase Total of Existing and New Major Load Items listed on the left.
- b. Major Load Items:
 - i. Space Heat: Select the appropriate type from the dropdown. If “Other” is selected, provide details in the “Project Details” box above.
 - ii. Backup Heat: Select the appropriate type from the dropdown. If “Other” is selected, provide details in the “Project Details” box above.
 - iii. Range: Select the appropriate type from the dropdown.
 - iv. Water Heater: Select the appropriate type from the dropdown.
 - v. Other: Enter any additional major load items that are not listed.
 - vi. Air Conditioning, # of Units: Enter the number of air conditioning units.
 - vii. EV Chargers & # Of Units: Select the appropriate level from the dropdown and enter the number of units.
 - viii. Total Motor Load, # of Motors: Enter the number of motors.

- ix. Largest Motor(s)
 - 1. 10HP and Larger Equipped with Reduced Voltage Starters: Select Yes or No.
If No is selected, a Motor Variance Form **must be submitted – contact Field Engineering for form.*
- x. Batteries, KWH: Enter batteries load in kWh.
- xi. Parallel Generation, Type: Enter type of parallel generation.
- xii. Back Up Generation, Type: Enter type of back up generation.
- xiii. Will This Project Be All Electric (100% Electric Appliances, No Gas To Site): Select Yes or No.

5) Customer Signature and Additional Information Section

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NOTE: A meter will not be installed until the person financially responsible for billing has set up an account with Utilities Development Services, Customer Contract Administration (719-668-8111).

Form will not be processed without signature.

- a. Signature: Enter digital signature or type name.
- b. Date: Enter date.

Email the completed Load Data Form to: LoadData@csu.org

- **We will only accept digital forms.**
- **Do not submit a scanned copy of the form.**
- For additional information or questions, refer to the latest service standards book or contact the appropriate field engineering office.