



Your Touchstone Energy® Cooperative   
The power of human connections®

# *Electric Service*

# *Handbook*

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## **I. INTRODUCTION**

***Welcome to Coos-Curry Electric Cooperative Inc. (CCEC). CCEC is a non-profit cooperative whose purpose is to provide reliable, economical electric service to its Member/Owners.***

***The Electric Service Handbook is made available to help assist our Coos-Curry Electric Cooperative Members with the installation of a new electrical service. This handbook is not intended to be used as a design manual but rather as a guideline to help make the installation of your new service easier.***

***In conjunction with the Electric Service Handbook, we highly recommend you review the attached Appendix C, CCEC Line Construction Policy (Policy No. 300-060) so you can be familiar with CCEC electric service requirements.***

***Note:*** *The time required to complete the steps to provide electrical service depends greatly on how long it takes the Member to complete the necessary applications, easements, permits, agreements and other required documents. It is important to apply for service as early as possible. CCEC wants to meet all Members' needs during the construction season. It is important that the Member indicates when his/her electric service needs to be available.*

*Also, please consider that CCEC crews may already have several weeks of work scheduled at any time. This may affect the connect date of the Member's service. Please allow ample time for CCEC to design and schedule the new service installation.*

## **II. STEPS TO INSTALLING ELECTRICAL SERVICE**

**The following steps are a list of events that will lead up to obtaining electrical service at the Member's service location:**

### **Step 1: Member Application and Engineering Fee**

The Member will need to complete a CCEC Work Information Request, Residential or Commercial, and advance a \$250.00 engineering fee or \$50.00 per lot, whichever is greater. The Engineering fee will be credited to the cost for construction and is non-refundable once a cost for construction has been generated.

## **Step 2: Field Review/Appointment**

A representative of CCEC will meet with the Member and/or representative/agent at the project site so CCEC can design the new service facilities. The meter location will be approved by the CCEC representative.

## **Step 3: Cost of Construction and Documentation**

Line Construction Contract, Easements and Construction Invoices are generated by CCEC and submitted to the Member for completion. The member is responsible for getting all necessary documents signed by the appropriate parties involved.

## **Step 4: Construction Scheduling**

Construction will be scheduled only after all easements, agreement/contracts, permits, payment of invoices, etc. have been received and the member's service equipment has been properly installed and inspected. This includes having the meter panel in the proper location with the proper conduits in place. Additionally, a CCEC representative must inspect and approve all conduit installations prior to backfilling and the new service must have a valid State of Oregon electric number permit in place.

## **Step 5: Construction and Energization**

CCEC crews construct the new facilities and energize the new service.

## **III. REQUIRED INFORMATION AND DOCUMENTS**

Before CCEC can process the Member's work order request and begin construction, the CCEC Area office will require the following information:

### **Completed Work Information Request**

- The Work Information Request is the initial contact between the Member and CCEC. It gives CCEC information that is necessary in providing electrical service that will meet the Member's needs. In addition, the Work Information Request provides CCEC with the desired secondary voltage, service disconnect size and electrical load breakdown

### **Property Description**

- A deed or proof of ownership of all properties that the new electric facilities will cross over.
- A copy of the legal description of the property where the electric facilities are to be installed.
- A map or drawing of the property.
- **Legal Names**, addresses and phone numbers of **all** property owners involved.
- Before construction can begin, the locations of all underground utilities (sewer, drain fields, wells, telephone, etc.) will need to be determined. **This is the responsibility of the Member.** Oregon utility notification center: 811 or 1-800-332-2344.

### **On-Site Appointment and Field Review**

- An on-site appointment needs to be completed by CCEC to design the electric service. The Member or their designee needs to contact CCEC for times when they can meet with a CCEC representative at the project site to complete the service routing.

### **State Electrical Permit**

- A State of Oregon electrical permit number must be provided to CCEC and the installation inspected by a State of Oregon electrical inspector. This pertains to the work performed by the licensed electrical contractor or the property owner.

### **CCEC Membership**

- New members of CCEC need to apply for membership and pay the appropriate fees. An existing Member of CCEC will be required to pay an additional meter deposit for more than one service.

### **Line Construction Contract (LCC)**

- CCEC requires a Line Construction Contract (LCC) for all new services. This document will be generated by CCEC upon completion and approval of the Work Information Request, design and invoice. The LCC is a binding cost agreement between CCEC and the member for a new line extension, a modification of existing service, or providing temporary power. Costs may include, but are not limited to: materials, labor/transportation costs, permit fees, filing fees, independent consultants, overheads and contractors.
- The Line Construction Contract requires signatures by the Member and including property owners involved. This document describes the service characteristics, costs, each parties responsibilities and CCEC's ownership of the electric facilities up to the point of delivery.

***Important Note: Changes to the completed work order prior to construction will result in developing a new Line Construction Contract (LCC) prior to rescheduling the work.***

### **Easements**

- As a condition of service, CCEC may require an easement(s) providing a suitable access for the construction and maintenance of CCEC facilities. With the Easement acknowledgment, the Grantor agrees to keep the easement site clear of all obstacles restricting access that CCEC requires to maintain the electric facilities.
- Easements need to be signed and notarized by all property owners involved. Easements will be generated by CCEC upon completion and approval of the Work Information Request, site survey and design. The Member requesting the new service will be responsible for acquiring all necessary signatures.

**Note:** Please check with CCEC before installing permanent structures or placing obstacles within the power line easement. The Member may be charged for correcting a clearance violation that is created by the Member.

**Note:** The Member will be responsible for clearing the initial facility easement prior to installation of the new service.

**WARNING:** Do not cut trees near power lines. Contact CCEC to make arrangements for removing problem trees.

#### **IV. CODES AND ORDINANCES**

It is necessary that the construction of new or upgraded electric facilities conform to the current and applicable provisions of the National Electrical Code (NEC), the National Electric Safety Code (NESC), Federal and State regulations, and CCEC specifications.

#### **V. INSTALLATION OF SERVICE**

Before CCEC can begin construction of a new electrical service, the Member must furnish and install his/her service entrance equipment as shown on the attached Specifications and Drawings. This includes the meter base and the conduit entering the meter base.

Meter bases, main breakers and components must be UL listed, weatherproof and manufactured for the intended overhead or underground installation. No meter base or breakers may be installed that allows Member access to the source side of the service conductor without removing the meter or other CCEC seals. No LB's (elbows) will be allowed to be installed on the source side of the meter base.

The location of the metering equipment shall be solely determined by CCEC and the metering equipment must be accessible by CCEC at all times. Refer to the attached drawings showing acceptable meter locations for residential buildings. The service entrance installation must be approved by a CCEC representative prior to energizing the service.

#### **Overhead Service Requirements**

If the permanent service connection is overhead, the service equipment (provided by the Member) must be installed in the designated location determined by CCEC.

If the service equipment is to be placed on a service pole, CCEC prefers to install the pole and service wires at the same time the Member installs his/her service equipment. Upon notification that the service equipment is in place and inspected, CCEC will return to the site and connect the service wires to the equipment.

The service may not be routed over a building roof without specific approval of CCEC.

The service equipment must have an overhead mast (provided by the Member) with the appropriate wires in place, leaving a minimum 24" tails. If CCEC is to attach directly to the mast, it must be rated to withstand the tension of the service wires.

For metal, concrete, masonry, or wood frame buildings (where the meter is installed on the gable end of the building), the owner must install a 5/8" eyebolt (minimum eye opening of 1 1/2" diameter) within two feet to the side of the weather head and at a height specified by CCEC. This will be the CCEC point of attachment. Eyebolts must be installed in a stud or joist or suitable backing.

**Refer to Appendix B for Specifications and Drawings for overhead service installations.**

**The following are the installation and maintenance responsibilities of the Member and CCEC.**

**Member**

- Meter base
- Breakers
- Meter base ground
- Mast and weather head (including the connecting hardware to the meter base).
- Conductor in the mast with 24" tails out of the weather head to connect to the CCEC service wires.

**CCEC**

- Primary pole
- Service pole
- Service pole ground
- Transformer
- Service conductors between the transformer and weather head (connecting to the 24" tails)
- Meter

**Underground Service Requirements**

For permanent underground service, the service equipment (provided by the Member) must be installed in the designated location determined solely by CCEC. Underground services may come from either a power pole or a padmount transformer and run underground to a metering point located on a house or pedestal. Service routing is to be in a reasonably straight line from the pole, pad mount transformer, or junction box to the Member's metering point.

Trenches and conduits shall be provided by the Member and installed as shown on the attached Specifications and Drawings. All trenches and conduit installations must be approved by a CCEC representative prior to backfilling.

**Refer to Appendix B for Specifications and Drawings for underground service installations.**

**The following are the installation and maintenance responsibilities of the Member and CCEC.**

**Member**

- Meter pedestal
- Meter base
- Breakers
- Meter base ground
- Conduit stub up (including the connecting hardware to the meter base).
- Buried conduit (installed by the Member and maintained by CCEC)

**CCEC**

- Transformer
- Service conductors between the transformer and the meter base
- Meter

**Temporary Service Requirements**

Construction sites may be served for a limited duration using temporary meter assemblies. Temporary metering assemblies will remain the property of the Member.

Temporary overhead and underground service locations shall be determined by CCEC. The temporary meter base assembly must be adequately buried and properly secured prior to CCEC connecting the service.

***SAFETY NOTE: Driving ground rod(s) near electric facilities can be very dangerous.***

***Installing any ground rod(s) requires underground facility locates (811) and prior notification and coordination with CCEC.***

The temporary underground service may be placed near the future underground permanent service equipment at a location designated by CCEC. The temporary service shall be installed to allow for future permanent service.



**Note: Temporary Service**

*CCEC will provide electric service to facilities that are to be used for short periods. This includes fairs, shows, mobile units, construction camps, etc. Since these uses are of a temporary nature and do not constitute permanent facilities, the Member will be required to pay all construction and retirement costs. An invoice will be prepared upon request and the Member will pay this amount prior to construction commences. Any reusable material may be refunded upon termination of service equipment.*

**Refer to Appendix B for Specifications and Drawings for temporary service installations.**

The following are the responsibilities of the Member and CCEC for a temporary service.

**Member**

- Temporary pedestal or pressure treated pole/post
- Meter base
- Breakers
- Meter base ground
- Mast and weather head (including the connecting hardware to the meter base).
- Conductor in the mast with 24" tails to connect to the CCEC service wires.
- Conductor from the meter base terminals to the connectors in the pad mount transformer for underground installations

**CCEC**

- Primary pole
- Transformer
- Service conductors between the transformer and the weather head
- Meter

**VI. TERMS AND ABBREVIATIONS**

**CCEC** = Coos-Curry Electric Cooperative  
**NEC** = National Electric Code

**NESC** = National Electric Safety Code

**ground (earth):** A conducting connection, whether intentional or accidental, by which an electric circuit or equipment is connected to the earth, or to some conducting body of relatively large extent that serves in place of the earth.

**mast:** a conduit riser containing service conductors that connects to the top of a meter base and continues upward to a weather head (Members equipment)

**point of delivery:** The metering location of a service. Generally, this is the end of CCEC's responsibility and the beginning of the Member's responsibility.

**primary voltage:** The distribution voltage connected to the source or supply side of power supply equipment (transformer).

**residential service:** Electric service with general domestic uses, including single phase motors of 10 horsepower rating or less, This includes farms, ranch homes and other related buildings.

**secondary voltage:** The service voltage connected to the load side of power supply equipment (transformer). Secondary voltage for CCEC is generally 120/240 Volts, 120/208 Volts, 240/480 Volts or 277/480 Volts, depending upon phasing. Secondary that goes directly from a transformer to a point of service is referred to as "service."

**service:** The conductors and equipment for delivering electric energy from the secondary distribution or street main, or other distribution feeder, or from the transformer, to the wiring system of the premises served.

**service equipment:** The necessary equipment, usually consisting of the meter base, circuit breaker or switch and fuses, and their accessories, located near point of entrance of supply conductors to a building. The service equipment is intended to constitute the main control and means of cutoff for the supply to that building (Members equipment).

**transformer:** A device used to change a source voltage (primary) to a different voltage (secondary).

**weatherhead:** a device that connects to the top of a mast, which allows service conductors to enter the conduit, but protects the service equipment from environmental conditions.

**weatherproof:** Constructed or protected so that exposure to the environment will not interfere with successful operation.

## **VII. ELECTRIC SERVICE RULES**

The purpose of the **ELECTRIC SERVICE RULES** is to define the terms and conditions under which Coos-Curry Electric Cooperative, Inc. ("CCEC") will provide electric service to its Members.

The following rules apply to all existing and new CCEC electric services and facilities.

- **OWNERSHIP OF FACILITIES**

The delivery facilities up to the metering point (Point of Delivery), whether financed by individual, developer or the CCEC, shall remain the property of the CCEC and shall be retained and maintained in accordance with general practices of CCEC.

It shall be the responsibility of the Member to acquire and maintain reasonable and adequate proof of ownership of any equipment or facility purchased from CCEC.

- **POINT OF DELIVERY**

CCEC will construct and maintain the facilities required to provide service to the Member's Point of Delivery. The Point of Delivery is defined as the location where CCEC's electrical service conductors terminate, more specifically defined as the connectors at the weather head conductors on overhead services and the connectors at the meter base on underground services. All meters will be installed outside and accessible to CCEC unless written permission is received from CCEC. All equipment and conductors on the load side of the Point of Delivery shall be the responsibility of the Member, except where equipment is provided by CCEC. CCEC shall retain ownership and maintain service poles, meters and metering devices (including CT's and PT's) located at the Point of Delivery. The electrical connection at the Point of Delivery will be made by CCEC.

The Member shall maintain all equipment on the load side of the Point of Delivery such that it complies with all federal, state, and local rules and regulations relative to the inspection and connection of electric wiring. CCEC may require the Member to repair or upgrade the Member's equipment and have the equipment inspected prior to re-connection by CCEC.

CCEC may relocate a Point of Delivery if the Member agrees to pay all costs associated with the relocation. If there is a significant benefit to CCEC, CCEC may elect to contribute towards the cost of the relocation. CCEC benefit may be determined by CCEC's System Planning Engineer or the General Manager.

- **FACILITIES ACCESS**

The Member specifically grants, at no cost to CCEC, a permanent easement over or through lands that he/she controls (owns), for the purpose of installation of the delivery facilities, and the maintenance, repair, replacement, inspection, and relocation of such facilities, or for any other purpose reasonably related.

CCEC retains the right from time-to-time to trim and to cut down and clear away any and all trees and brush that may be a hazard to its facilities. The Member shall not erect or construct any building or other structure, stack items or equipment (obstruct), or drill or operate any well near CCEC's facilities that limits CCEC's ability to properly access and maintain its facilities. Relocation of CCEC facilities caused by the Member will be borne by the Member.

The Member shall be responsible for the removal of trees, brush and other obstructions along the proposed power line routes, including but not limited to all right-of-way and easements as required by CCEC.

The Member shall provide, at no expense to CCEC, reasonable motor vehicle access to the meter location for each electric service.

The Member shall allow CCEC to install and maintain reasonable underground cable location signs on the Member's property.

The Member shall allow CCEC unrestricted access into Member's property, including the installation of CCEC locks into the Member's gate(s), for the purpose of CCEC maintaining and operating its facilities.

- **POWER QUALITY**

CCEC does not guarantee constant or uninterrupted delivery of electric service. CCEC has no liability to its Members or any other persons for any interruption, suspension, curtailment or fluctuation in electric service or for any loss or damage caused thereby if such interruption, suspension, curtailment or fluctuation resulting from causes beyond CCEC's reasonable control. This includes repair, maintenance, improvement, renewal or replacement, and automatic or manual actions taken by CCEC, which in its sole judgment are necessary or prudent to protect the performance, integrity, reliability or stability of CCEC's facilities, and safety of CCEC personnel and the general public.

CCEC reserves the right to disconnect the Member's service equipment from CCEC's system at any time during the life of service if CCEC experiences system Power Quality problems caused by the Member's facilities operating on CCEC's system. The Member, at their expense, shall install the necessary equipment to remedy Power Quality problems caused by the Member.

The Member, at their own expense, agrees to install equipment required to limit the Total Harmonic Distortion (THD) and the Total Demand Distortion (TDD) created by the Member's equipment and infused on CCEC's system. The Member's THD and TDD shall not exceed those specified by industry standards and/or CCEC's guidelines.

CCEC requires the Member to have all three-phase loads, phase conductors, balanced to within 80 % of each other. Phase Converter Equipment (roto-phase) connected to CCEC's system will require CCEC approval prior to installation.

If the Member uses Phase Converter equipment (roto-phase) to generate three-phase power from CCEC's single-phase system, such as an alternative to re-phasing an existing power line, the Member accepts all responsibility for mitigating any power quality problems that may occur due to this installation. This includes the Member installing reduced motor starts or other devices when service conditions change or when the use of the Phase Converter equipment affects other CCEC services.

Cost for correcting power quality problems that can only be corrected by CCEC making modifications to CCEC system will be charged to the Member(s) causing the power quality problem(s).

- **MOTOR INSTALLATIONS**

Motor installations of 10 horsepower or greater (individual or in aggregate) must be evaluated by CCEC prior to connecting to CCEC's system. Approval of the installation will be based upon factors such as starting and running currents, location on CCEC's system and voltage drop.

All motor installations must meet current National Electric Code requirements. At CCEC's sole discretion, the Member may be requested to add reduced current motor starting equipment on new and existing motor installations.

Time delay settings for automatic restarting equipment or simultaneous starting will be set according to CCEC guidelines.

The Member is responsible for providing protective equipment to protect their facilities from loss of phase, under voltage, over voltage, and frequency variations. CCEC will not be responsible for any damage to the Member's equipment caused by the loss of phase, under voltage, over voltage, and frequency variations. Additionally, CCEC will not be responsible for damage to Member's equipment caused by the Member's incorrect phase rotation.

The Member, at their expense, shall install power factor correction equipment (capacitors) of adequate size to attain unity power factor as more particularly set forth in CCEC's applicable Rate Schedules.

- **LIMITATION OF USE**

A Member's wiring shall not be extended or connected to furnish service to more than one place of use through one meter except in the following cases:

1. Where the places of use are located on the same parcel of land, such as a pump/pivot or out buildings (barn, garage).
2. Where the Member's business consists of one or more adjacent buildings located on the same parcel of land and the business is operated as an integral unit (under the same name and same type of business).

A Member will not resell electricity purchased from CCEC except in cases where the Member is owner, lessee, or operator of a commercial building, shopping complex, apartment house, mobile home/recreational vehicle park or other multi-family dwelling where the use has been sub-metered and the use is billed to tenants at a cost no greater than the cost CCEC would charge for service (direct pass through).

- **CONVERSIONS, SERVICE IMPROVEMENTS, UPGRADES**

The cost of converting from single-phase service to multi-phase service or from overhead to underground service will be entirely paid by the Member, unless there is some advantage to CCEC in the conversion. In that event CCEC may, at its sole discretion, share in the cost of the conversion.

When a Member upgrades service equipment and adds load at an existing account they must notify CCEC of the added load and, if necessary, CCEC will upgrade its transformers and secondary conductors. The cost to convert, improve and/or upgrade the Members electric service equipment and/or any other CCEC facilities will be entirely paid by the Member.

- **RELOCATION OF FACILITIES**

If a Member requests the relocation of CCEC Facilities, CCEC will evaluate the impact on operations, maintenance and financial viability of CCEC to determine the feasibility of the project. Each request for Relocation of Facilities will be considered on a case-by-case basis.

All costs of relocating facilities will be entirely paid by the Member, unless there is some advantage to CCEC for the relocation. In that event CCEC may, at its sole discretion, share in the cost of relocating facilities.

CCEC may request the Member to pay a non-refundable deposit, in advance, for engineering services needed for the Relocation of Facilities.

CCEC may require an Agreement/Contract to be executed in writing and a deposit to be paid before any special equipment is ordered and/or any construction is started.

- **TEMPORARY LINE MOVES**

CCEC may temporarily lift lines for Member's to allow high objects to be moved, or to allow Member's to fell trees safely. The Member may be billed the actual costs associated with lowering or raising CCEC lines. CCEC retains the privilege of determining the time and

routing of such moves that may require taking facilities out of service while realizing that safety is of great importance and will be a guiding factor when such requests are received.

- **RETIREMENT OF SERVICE**

Only a property Owner/Member or CCEC can request a retirement of service. A retirement of service request, completed by the property Owner/Member, shall be submitted prior to CCEC retiring the service. CCEC reserves the right to retire a service that has been disconnected for a period of twenty four (24) months or greater.

If a service is under an existing Agreement obligation, the service will not be removed until all obligations have been met.

CCEC shall determine the need, method and schedule for the retirement of the service and facilities.

At the request of a Member, if CCEC has retired a service and the Member requests the service to be rebuilt at the same location, the new service will be processed in accordance to CCEC's current Line Extension Policy.

Depending on the specific circumstances and in accordance with the Line Extension Option, the Member may be subject to pay CCEC for the retirement cost, less salvage value of any reusable material, for the retirement of service and facilities. No salvage value refunds will be made to the Member for CCEC Aid-to-Construction allowances.

With the retirement of service, no credits will be allowed toward the installation and retirement costs of the service from power bills (fixed charge and usage) that have been paid to CCEC during the period the service is in existence.

- **UNDERGROUND TRENCHING & CONDUIT INSTALLATION**

Generally, all underground trenching and conduit installations will be provided by the Member or their contractor or designee. However, CCEC, at its sole discretion, may elect that others perform the work based on the Member or contractor's ability to perform the work, construction coordination, inspection coordination, and construction safety. All work performed, must be pre-approved by CCEC and must be completed in accordance with CCEC's specifications and guidelines. Member accepts responsibility for correcting any problems caused by any settling for the entire length of the trench dug to provide service.

When the Member provides trenching and/or conduit installation(s), the Member accepts all responsibility for the work, any additional costs incurred by CCEC and any delays caused by the Member providing the work.

If trenching across public or private Right-of-Ways or other's property is involved, the Member or contractor may be allowed to perform the work if a signed construction contract and evidence of sufficient liability and property damage insurance is provided and evidence that all appropriate permits to perform the Work have been acquired by the Member.

CCEC will allow joint-use trench projects for electrical/communications facilities, and may allow joint-use for some non-electrical purposes at the sole discretion of CCEC. Note: CCEC does not allow sewer and/or gas line facilities to be co-located in the same trench as CCEC facilities. All joint-use trenches must meet CCEC's specifications, and shall comply with all city, county, state and federal laws, regulations and requirements unless more stringent measures are called for by CCEC.

- **FACILITIES LOCATES**

Facilities locates include locating and identifying both CCEC overhead and underground facilities. CCEC will provide locates utilizing the Oregon Utility Notification Center (<http://www.digsafelyoregon.com/>) per OAR 952-001-0010 thru 952-001-0100.

CCEC calls-in locates on work that CCEC performs. The Member/Responsible Party calls-in locates in work that they perform.

The Member/Responsible Party is responsible for locating all other facilities (water, sewer, telephone, cable TV, gas, etc.) prior to CCEC performing any excavation type work, such as underground trenching for the Member. The costs for locating facilities and repairing any damaged facilities caused by incorrect and/or incomplete facility locates will be borne by the responsible party.

- **CONSTRUCTION & STIPULATIONS**

CCEC reserves the right to commence or cease construction of facilities contingent upon legal or easement considerations, Member caused delays, climate and weather conditions, geographical conditions, excavation problems, wetland problems, archaeological or endangered species considerations.

- **HOLD HARMLESS**

The Member will indemnify, defend and hold harmless CCEC, its directors, officers, agents, members, and employees from all claims of whatsoever nature or kind, including those brought by employees of the Member or sub-contractors, arising out of or as a result of any act or failure to act, whether or not negligent, in connection with the operation of the Member's owned electric facilities and the Member's participation with facilities construction (i.e. trenching and backfilling).


# **APPENDIX A**

**POLICY NO. 300-060**

**LINE CONSTRUCTION POLICY**





Your Touchstone Energy® Cooperative   
The power of human connections®

## **POLICY NO. 300-060**

### **TITLE: LINE CONSTRUCTION POLICY**

#### **I. OBJECTIVE**

To provide a construction policy for Coos-Curry Electric Cooperative, Inc. (CCEC) and its membership to cover all classes of electrical service.

#### **II. POLICY**

##### **A. Definitions for the purpose of this policy's clarification shall include:**

**1. *Membership***

The applicant shall become a member of CCEC, if not already a member, by applying and paying the membership fee and is hereby bound by the provisions of the Articles of Association and Bylaws of CCEC as amended from time-to-time, and by such policies, rules and regulations as may be adopted from time-to-time by CCEC's board of directors.

**2. *Temporary Service***

Electrical service to sites of a limited duration or those determined by CCEC to be temporary in nature, (e.g., temporary power to a construction site).

**3. *Permanent Service***

Electrical service to a metered residential and/or general service, irrigation pump, commercial facility, or industrial facility. Other services may be deemed as permanent at the sole discretion of CCEC. ("Electrical Service", including voltages, metering equipment, and construction requirements, is detailed within CCEC's Electric Service Handbook).

4. *Electric Service Application-Residential or Commercial*  
This application provides CCEC with the desired secondary voltage, service disconnect size and electrical load breakdown.
5. *Engineering Fee*  
A member requesting a cost for construction will advance a \$250.00 engineering fee or \$50.00 per lot, whichever is greater. This fee will be credited to the cost for construction. This fee is non-refundable once a cost for construction has been generated.
6. *Line Construction Contract (LCC)*  
The LCC is a binding cost agreement between CCEC and the member for a new line extension, a modification of existing service, or providing temporary power. Costs may include, but are not limited to: materials, labor/transportation costs, permit fees, filing fees, independent consultants, overheads and contractors.

## **B. General Provisions**

1. CCEC will design, construct, own, operate and maintain lines only along public streets, roads and highways, that CCEC has the legal rights to occupy and on public and private property across which easements or legal right-of-way, satisfactory to CCEC have been established.
2. CCEC is responsible for the installation and maintenance of the primary conductors (high voltage lines and equipment to the transformer), and the secondary conductors (low voltage lines from the transformer to the point of demarcation). Without the express written consent of CCEC, members and contractors will not be permitted to construct, trench or provide their own materials for line extensions, service modifications or temporary service.
3. CCEC will not energize any service until it has been inspected and approved by the State Electrical Inspector. The State of Oregon may, under emergency conditions and with a signed letter from a licensed electrician allow CCEC to connect a service that has not yet been inspected.
4. A cost for construction will be prepared upon payment of the engineering fee for all new line extensions, modifications to existing services or temporary service. The LCC costs will detail the specific work to be performed by CCEC. If construction is delayed more than ninety (90) days from the date the LCC was generated, a new cost will be prepared and, if necessary, costs recomputed. If the LCC is voided, any construction fees already advanced will be refunded; less

the engineering fee, any additional engineering costs and those funds advanced for “specialized equipment and/or long lead time material”.

5. CCEC requires that the member(s)
  - a. Supply copies of an approved plot plan and or the legal property description,
  - b. Prior to installation, all property lines will be identified, and provide grade stakes that indicate the final grade elevations,
  - c. Supply a completed CCEC Electric Service Application for the proposed structure or load upgrade of existing service,
  - d. Prior to construction, agree to advise CCEC of any load changes that effectively change the original load information.
6. Exceptional cases or unusual circumstances, as determined by CCEC may require a special contract, maintenance agreement, and/or alteration of certain provisions of this policy. Exceptional cases must be approved by the General Manager/Chief Executive Officer.

### **C. Easements, Permits, and Code Requirements**

1. All new installations or modifications to existing electrical services must comply with the latest revisions of the National Electric Safety Code, National Electrical Codes, county building codes and CCEC’s construction standards.
2. As a condition of receiving service, CCEC will require that the member(s) grant, at no cost, the following:
  - a. All right of way easements or acceptable public utility easements necessary to complete the LCC. This may include adjacent property owners.
  - b. Any regulatory permitting fees (e.g. Oregon Department Of Transportation (ODOT) and or state, county, or city crossing permits), and
  - c. Any “other agency” fees (e.g. Bonneville Power Administration (BPA) permit costs).
3. To the extent allowed by the applicable codes and construction limitations, and by CCEC’s policies and specifications, the locations and type of facilities will be installed in accordance with a mutually agreed upon design. Meters and associated electrical facilities will be located, as approved by CCEC, and accessible to CCEC’s service personnel at all times.

## **D. Construction Requirements**

### **1. *Forms and Payment***

All forms, contracts and easements will be signed (notarized when necessary) and returned to CCEC. Payment for the cost of construction shall be paid in full by the member(s) prior to construction. No material will be ordered or released until payment has been received in full by CCEC.

- a. Specialized equipment and/or material, as well as equipment and/or material requiring long lead times, may be non-refundable, if the work order is cancelled by the member.

### **2. *Underground***

- a. Member(s) will be responsible to provide all trenching, conduit and conduit installation per CCEC's Staking Engineer field design. In addition all CCEC's primary vaults and secondary splice boxes will be installed by member(s).
- b. Member(s) will be responsible for back-filling, compaction and installation of warning tape to CCEC's satisfaction. Prior to backfilling, a CCEC employee will inspect and approve the installation.
- c. CCEC will allow joint use of its facilities in accordance with existing joint use agreements that conform to proper codes (excluding sewer and gas). CCEC will require a pulling string in all conduit installations.

### **3. *Overhead***

- a. All new right-of-way clearing will be the responsibility of the member(s). Right-of way clearing width will be determined by CCEC during the on-site visit. If right-of-way clearing is needed near existing power lines CCEC will determine the proper course of action.

### **4. *Metering Equipment***

- a. Member(s) equipment, including meter-base equipment, will not be allowed on Cooperative owned structures with voltages greater than 600 volts
- b. All metering equipment installations will be the responsibility of the member(s).
- c. Metering equipment to be inspected by the State Electrical Inspector and approved prior to electrical service being installed.

### **5. *Completion***

- a. Once the member(s) have completed all CCEC requirements, and is ready for service installation, member(s) will contact CCEC for final inspection.

### III. RESPONSIBILITY

The general manager/chief executive officer shall be responsible for administering this policy.

EFFECTIVE DATE: 4/1/2011

ATTEST:

                                /s/ David Kitchen  
David Kitchen, Secretary

Date:                   2/24/2011

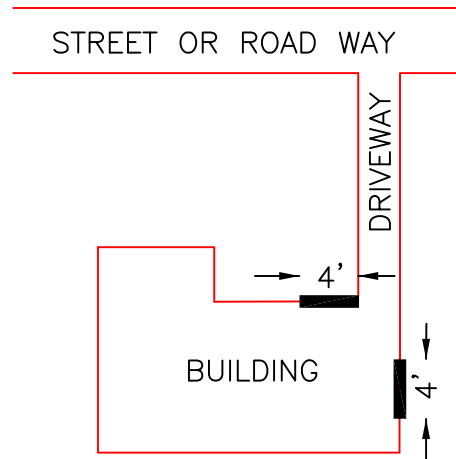
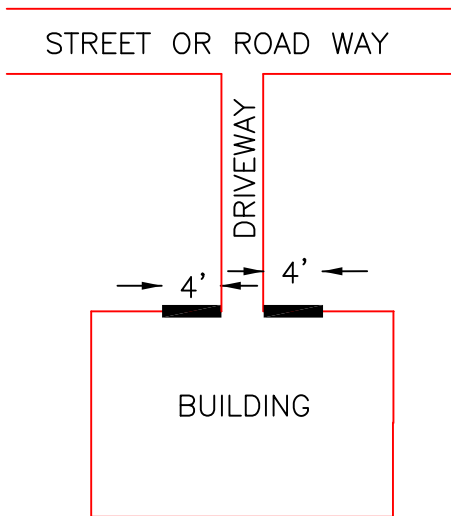
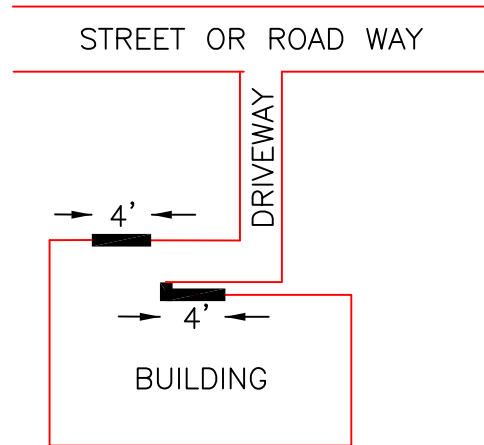
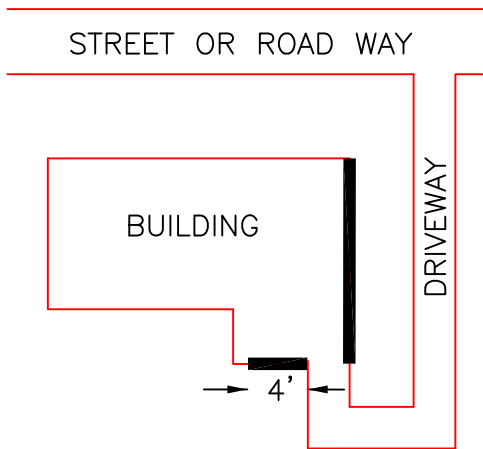
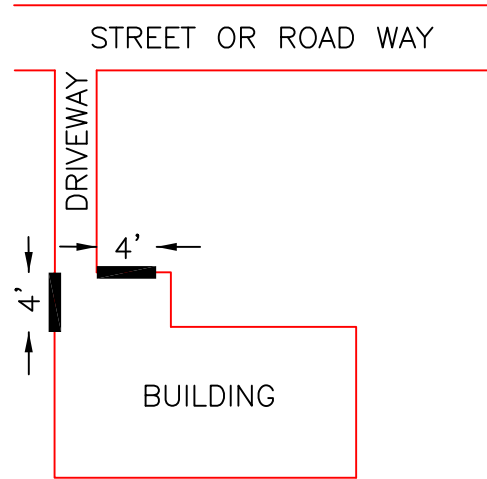
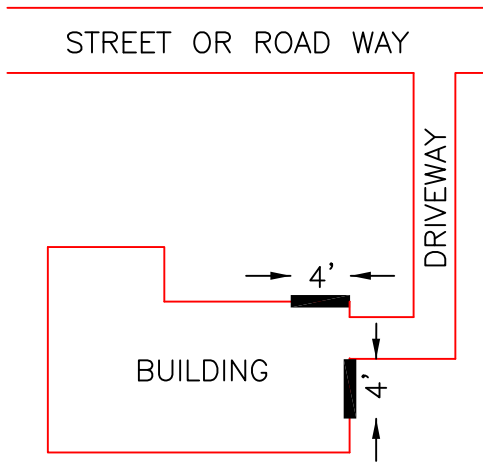
Date of Previous Revision(s):

*12/27/2010*  
*(Replaced PB#13)           09/30/2010*  
*12/28/2007 (Effective Date 02/01/2008)*  
*and     10/27/2006*

# APPENDIX B

## SERVICE INSTALLATION SPECIFICATIONS AND DRAWINGS


<b>Specifications and Drawings Description</b>	<b>Drawing #</b>
METER INSTALLATION, ACCEPTABLE METER LOCATIONS	MT-01
METER INSTALLATION, OVERHEAD SERVICE, METER ON POLE	MT-02
METER INSTALLATION, UNDERGROUND SERVICE, METER PEDESTAL	MT-03
METER INSTALLATION, OVERHEAD SERVICE, METER ON HOUSE	MT-04
METER INSTALLATION, OVERHEAD SERVICE, METER ON HOUSE	MT-05
METER INSTALLATION, UNDERGROUND SERVICE, METER ON HOUSE	MT-06
METER INSTALLATION, TEMP OVERHEAD SERVICE ON POST	MT-07
UNDERGROUND TRENCH DETAILS AND SPECIFICATIONS	TD-01
UNDERGROUND TRENCH DETAILS AND SPECIFICATIONS	TD-02
CONDUIT LAYOUT – PADMOUNT TRANSFORMER	CL-01
CONDUIT LAYOUT – SECONDARY PEDESTAL	CL-02
CONDUIT LAYOUT – SINGLE PHASE SECTIONALIZING ENCLOSURE	CL-03
CONDUIT LAYOUT – MULTI PHASE SECTIONALIZING ENCLOSURE	CL-04
INSTALLATION DETAIL - STEEL PIPE BOLLARD	BL-01

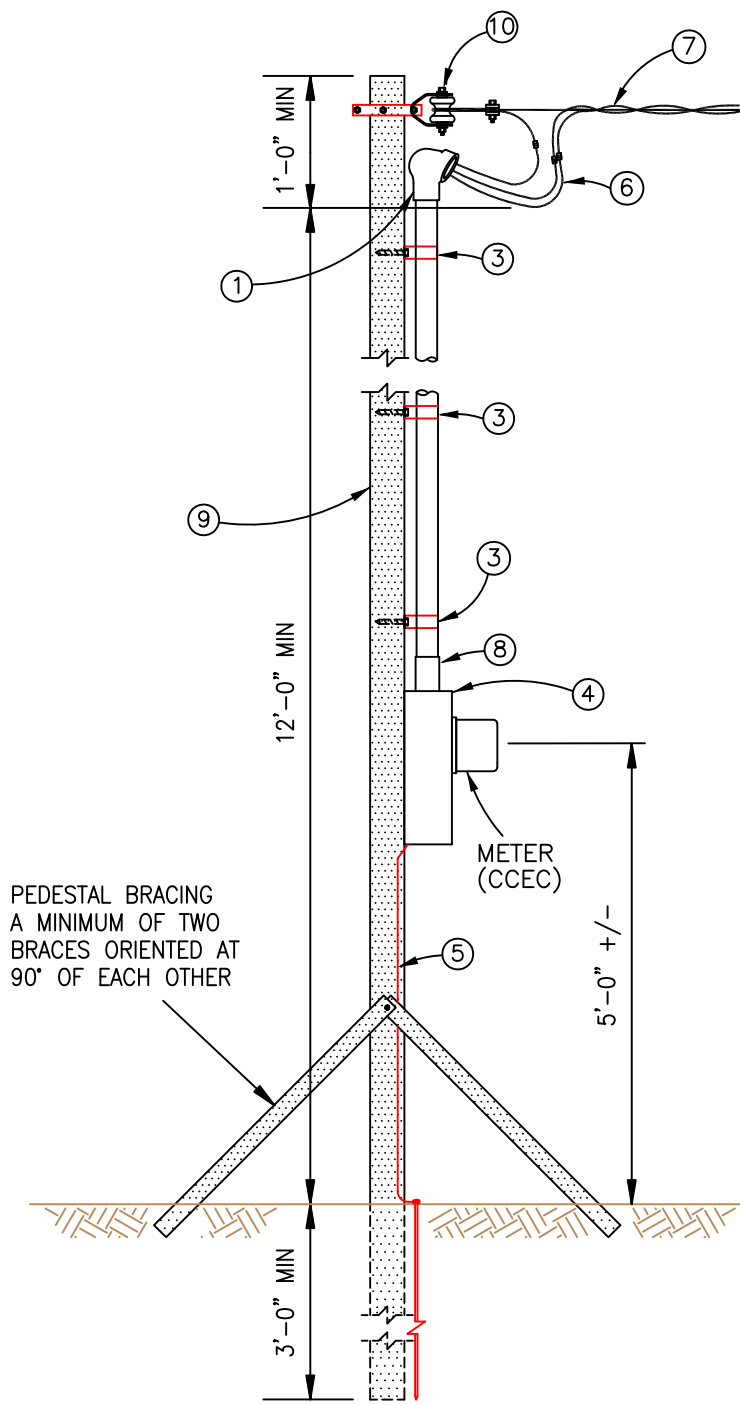


**NOTES**

1. TYPICAL METER LOCATIONS ARE SHOWN  
VERIFY METER LOCATION WITH CCEC  
REPRESENTATIVE

**METER INSTALLATION  
PREFERRED METER  
LOCATIONS**

	ISSUE DATE:	REV:	DRN:	APPD:
	05/11	2.0	MM	----
DWG:		<b>MT-01</b>		



**SIDE VIEW**


**LEGEND**

- ① WEATHER HEAD (MEMBER)
- ② CONDUIT, SERVICE MAST (MEMBER)
- ③ STRAPS, CONDUIT (MEMBER)
- ④ METER BASE (MEMBER)
- ⑤ GROUND WIRE & GROUND ROD (MEMBER)
- ⑥ MEMBER WIRES WITH 24" LEADS (MEMBER)
- ⑦ CCEC WIRES & CONNECTIONS (CCEC)
- ⑧ ADAPTER, LOCKING RING, BUSHING (MEMBER)
- ⑨ TEMPORARY METER POST/POLE (MEMBER) (PRESSURE TREATED)
- ⑩ CCEC HARDWARE

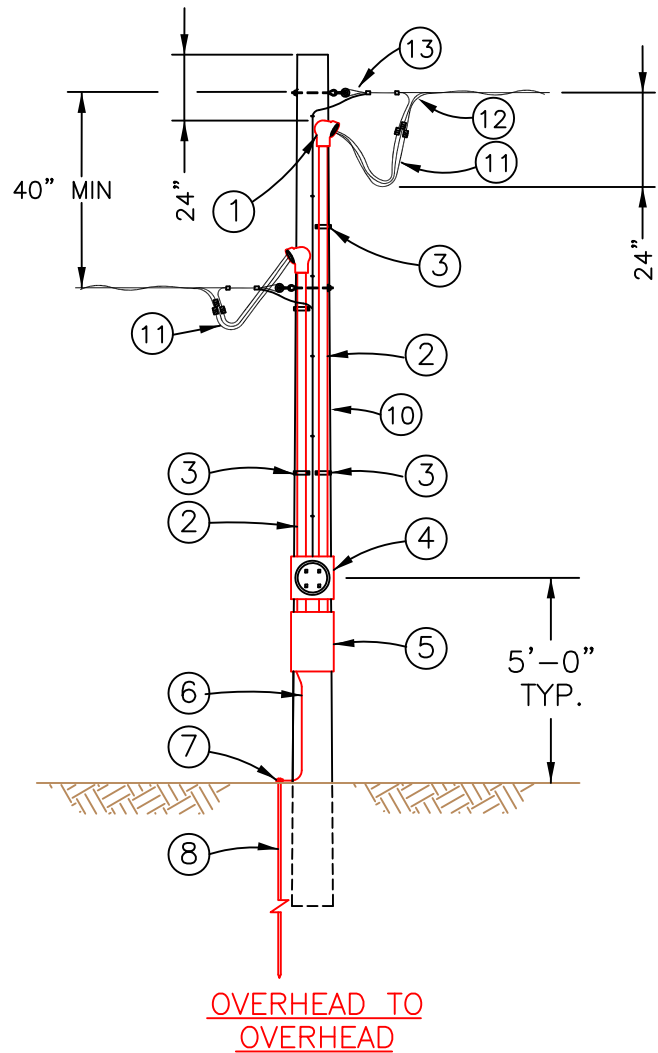
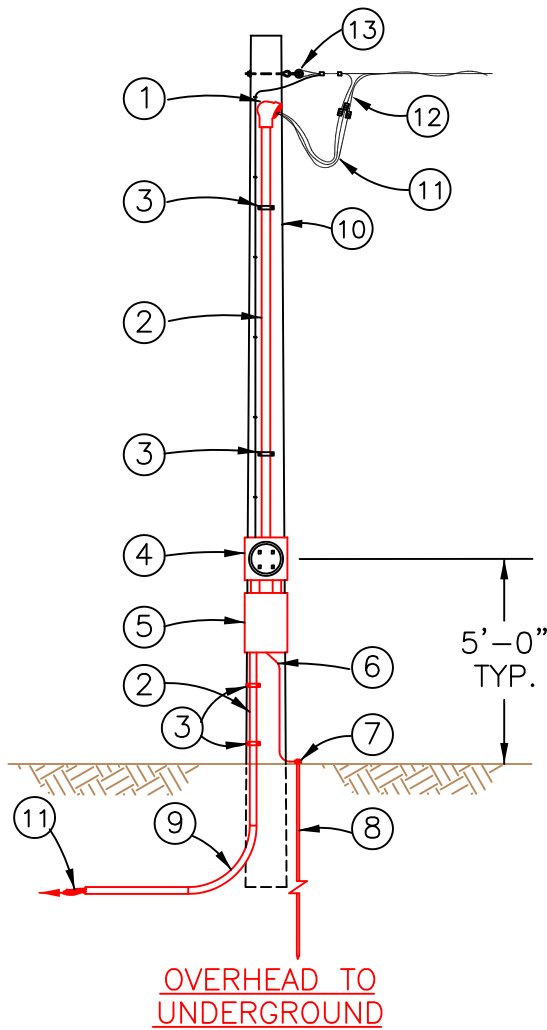
PEDESTAL BRACING  
A MINIMUM OF TWO  
BRACES ORIENTED AT  
90° OF EACH OTHER

**NOTES**

1. THE BASE OF THE POST/POLE MUST BE A MINIMUM OF 3' DEEP AND THE POST/POLE MUST BE STRONG ENOUGH TO SUPPORT THE WEIGHT AND STRAIN OF THE OVERHEAD CONDUCTORS. BRACING MAY BE REQUIRED
2. THE LOCATION OF THE TEMPORARY POST/POLE MUST BE APPROVED BY CCEC PRIOR TO INSTALLATION.
3. THE NEC MUST BE FOLLOWED FOR ALL ELECTRICAL EQUIPMENT (i.e. WEATHERPROOF RECEPTACLES, SWITCH GEAR, PROPER GROUNDING, ETC.)
4. REFER TO THE NESC FOR REQUIRED CONDUCTOR CLEARANCES.

<b>METER INSTALLATION TEMP OVERHEAD SERVICE METER ON POST/POLE</b>				
	ISSUE DATE: <b>05/11</b>	REV: <b>2.0</b>	DRN: <b>MM</b>	APPD: <b>----</b>
	DWG: <b>MT-02</b>			





### LEGEND

- |   |  |
|---|--|
| <p>① WEATHER HEAD</p> <p>② CONDUIT, SERVICE MAST</p> <p>③ STRAPS, CONDUIT</p> <p>④ METER BASE</p> <p>⑤ SWITCH BOX (MAIN DISCONNECT WEATHERPROOF) (MEMBER)</p> <p>⑥ GROUND WIRE (#4Cu OR #6Cu)</p> <p>⑦ GROUND ROD CLAMP</p> | <p>⑧ GROUND ROD (5/8" X 8')</p> <p>⑨ 90 PVC ELBOW - 18" RADIUS</p> <p>⑩ TREATED SERVICE POLE (CCEC POLE)</p> <p>⑪ MEMBER WIRES WITH DRIP LOOP</p> <p>⑫ CCEC WIRES &amp; CONNECTIONS</p> <p>⑬ CCEC HARDWARE</p> |
|---|--|

### NOTES

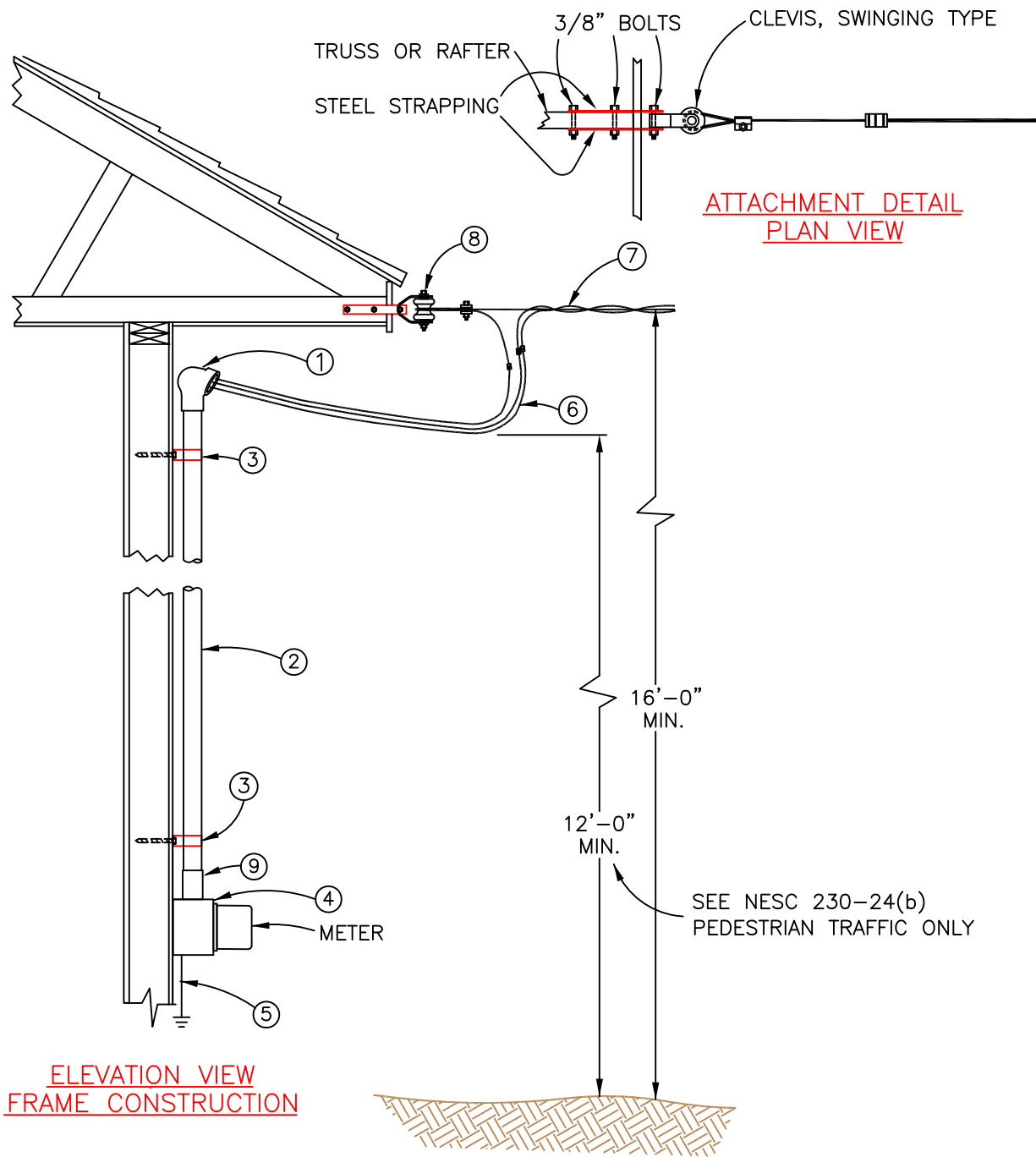
1. MEMBER TO PROVIDE AND INSTALL SERVICE EQUIPMENT.
2. CODE APPROVED SERVICE EQUIPMENT PROVIDED BY MEMBER INCLUDES: WEATHERHEAD, CONDUIT, METER BASE, GROUND ROD AND CLAMP, AND A WEATHERPROOF DISCONNECT SWITCH.
3. SINGLE PHASE SHOWN - THREE PHASE SIMILAR

## METER INSTALLATION OVERHEAD SERVICE METER ON POLE



ISSUE DATE: <b>05/11</b>	REV: <b>2.0</b>	DRN: <b>MM</b>	APPD: <b>----</b>
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DWG: MT-03



### LEGEND

- |                         |                                   |
|-------------------------|-----------------------------------|
| ① WEATHER HEAD          | ⑤ GROUND WIRE (MEMBER EQUIP.)     |
| ② CONDUIT, SERVICE MAST | ⑥ MEMBER WIRES WITH 24" DRIP LOOP |
| ③ STRAPS, CONDUIT       | ⑦ CCEC WIRES & CONNECTION         |
| ④ METER BASE            | ⑧ CCEC HARDWARE                   |
|                         | ⑨ ADAPTER, LOCKING RING, BUSHING  |

### NOTES

- IF LENGTH OF CONDUIT EXCEEDS TEN FEET, COUPLING WILL BE PERMITTED ON END ADJACENT TO METER.
- CODE APPROVED SERVICE EQUIPMENT PROVIDED BY MEMBER INCLUDES: WEATHERHEAD, CONDUIT, METER BASE, GROUND ROD AND CLAMP, AND A WEATHERPROOF DISCONNECT SWITCH.
- SINGLE PHASE SHOWN - THREE PHASE SIMILAR

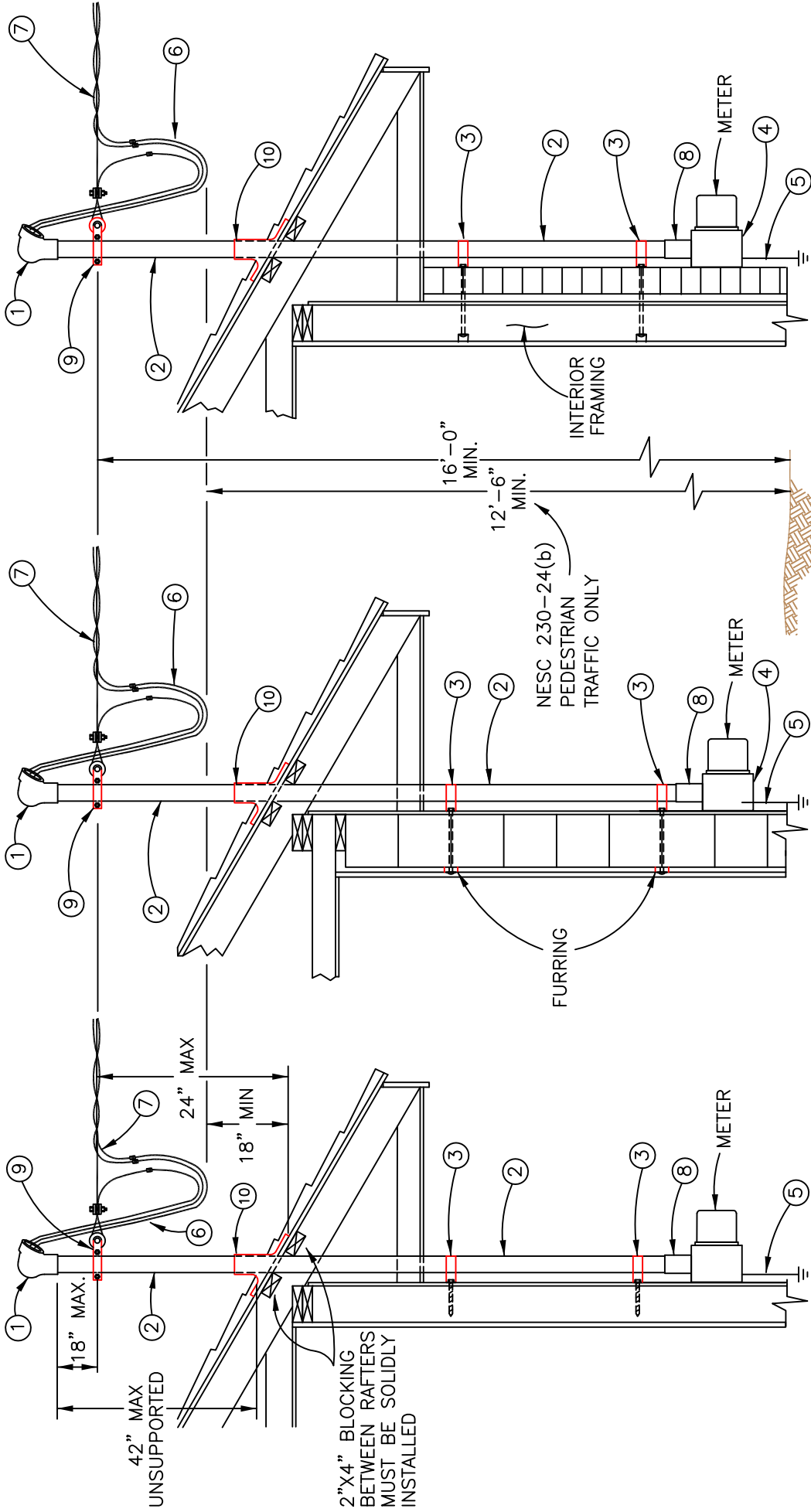
## METER INSTALLATION OVERHEAD SERVICE METER ON HOUSE



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# MT-04



**BRICK VENEER CONSTRUCTION**

**BLOCK CONSTRUCTION**

**FRAME CONSTRUCTION**

**NOTES**

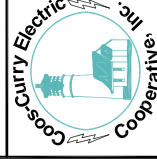
1. IF LENGTH OF CONDUIT EXCEEDS TEN FEET, COUPLING WILL BE PERMITTED ON END ADJACENT TO METER.
2. CODE APPROVED SERVICE EQUIPMENT PROVIDED BY MEMBER INCLUDES: WEATHERHEAD, CONDUIT, METER BASE, GROUND ROD AND CLAMP, AND A WEATHER PROOF DISCONNECT SWITCH.
3. SINGLE PHASE SHOWN - THREE PHASE SIMILAR

**LEGEND**

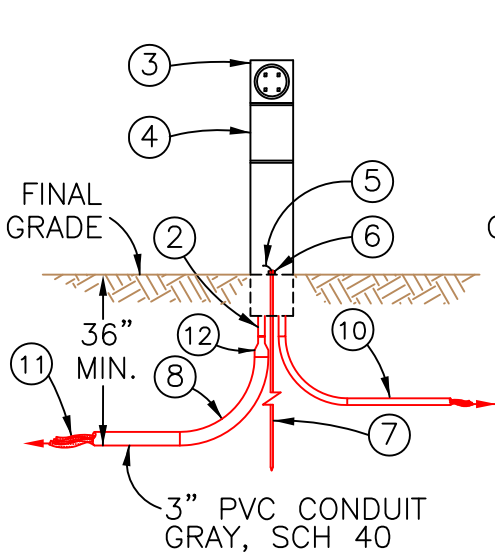
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|--------------------------------|----------------------------------|
| ① WEATHERHEAD                  | ⑥ MEMBER WIRES WITH 24" LEADS    |
| ② CONDUIT, SERVICE MAST        | ⑦ CCEC WIRES AND CONNECTION      |
| ③ STRAPS, CONDUIT              | ⑧ ADAPTER, LOCKING RING, BUSHING |
| ④ METER BASE                   | ⑨ CCEC HARDWARE                  |
| ⑤ GROUND WIRE (#4 Cu OR #6 Cu) | ⑩ SHEET METAL OR PIPE FLASHING   |

**METER INSTALLATION OVERHEAD SERVICE METER ON HOUSE**

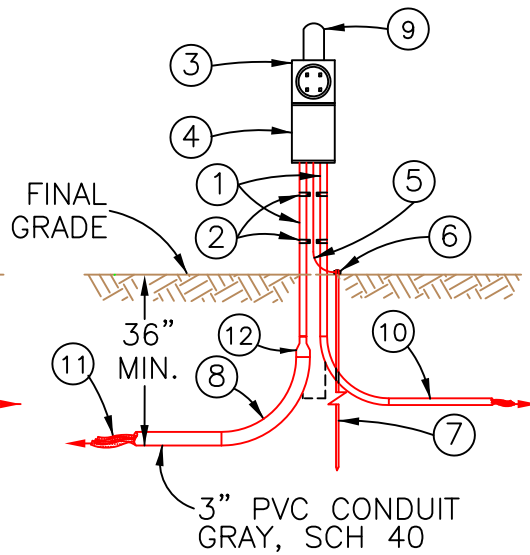
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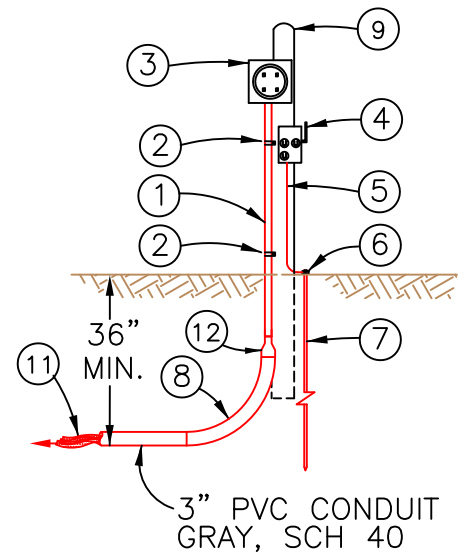
**MT-05**



**MOBILE HOME PEDESTAL  
UNDERGROUND TO  
UNDERGROUND**



**POST MOUNTED  
UNDERGROUND TO  
UNDERGROUND**




**POST MOUNTED  
TEMPORARY  
UNDERGROUND**

### LEGEND

- |  |  |
|--|--|
| ① 2" OR 3" CONDUIT: STEEL, IMT OR PVC          | ⑦ GROUND ROD (5/8" X 8')   |
| ② STRAPS, CONDUIT                              | ⑧ 90 DEG 3" PVC ELBOW - 24" RADIUS   |
| ③ METER BASE                                   | ⑨ TREATED 6" X 6" TIMBER<br>(OR EQUIV.) SET 3' MIN.<br>(MEMBERS EQUIPMENT) |
| ④ SWITCH BOX (MAIN DISCONNECT<br>WEATHERPROOF) | ⑩ MEMBER CONDUITS AND WIRES  |
| ⑤ GROUND WIRE (#4Cu OR #6Cu)                   | ⑪ CCEC WIRES & CONNECTION  |
| ⑥ GROUND ROD CLAMP                             | ⑫ REDUCING FITTING 3" TO 2" (WHEN NEEDED)                                  |

### NOTES

- MEMBER TO PROVIDE AND INSTALL TEMPORARY SERVICE EQUIPMENT, TRENCH FROM TEMPORARY SERVICE EQUIPMENT TO TRANSFORMER AND PROVIDE CONDUCTOR BETWEEN THE SERVICE EQUIPMENT AND TRANSFORMER.
- CODE APPROVED SERVICE EQUIPMENT PROVIDED BY MEMBER INCLUDES: CONDUIT, METER BASE, GROUND ROD AND CLAMP, AND A WEATHERPROOF DISCONNECT SWITCH.
- SINGLE PHASE SHOWN - THREE PHASE SIMILAR
- DIRECT BURIED CONDUCTORS CAN BE USED FOR TEMPORARY METER INSTALLATIONS BETWEEN THE TEMPORARY METER PEDESTAL AND THE TRANSFORMER.

<b>METER INSTALLATION UNDERGROUND SERVICE METER PEDESTAL</b>				
	ISSUE DATE: <b>05/11</b>	REV: <b>2.0</b>	DRN: <b>MM</b>	APPD: <b>----</b>
	<b>MT-06</b>			

## LEGEND

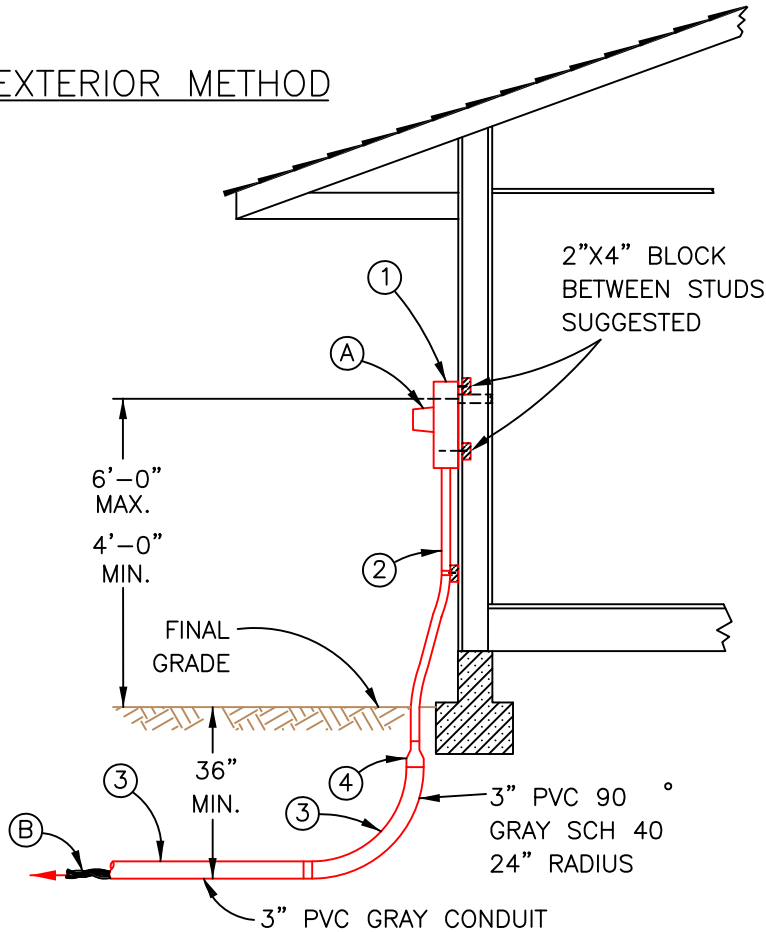
### CCEC WILL FURNISH:

- (A) METER
- (B) SERVICE LATERAL CONDUCTORS

### MEMBER WILL PROVIDE:

- (1) APPROVED UNDERGROUND METER BASE
- (2) CONDUIT – 2" OR 3" (200A) SCH. 40 IMT OR RGS
- (2) CONDUIT – 3" (320A) SCH. 40 IMT OR RGS
- (3) TRENCH – BACKFILL & 3" PVC CONDUIT
- (4) REDUCING FITTING 3" TO 2" (WHEN NEEDED)

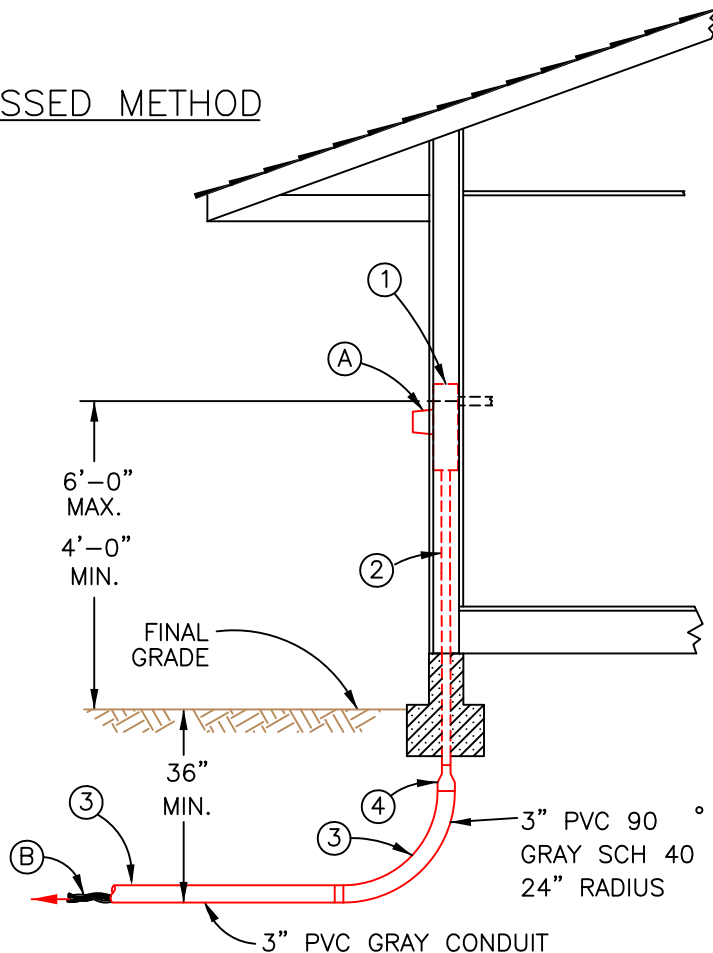
## EXTERIOR METHOD



## NOTES

1. ELECTRICAL LABEL OR PERMIT MUST BE DISPLAYED ON SERVICE PANEL OR METER BASE.
2. METER BASE AND CONDUIT MUST BE SECURELY ATTACHED TO STRUCTURE.
3. SOCKET MUST BE PLUMB AND SWITCH BOX MUST BE COVERED WHEN INSPECTED.
4. FOR 200A OR SMALLER SERVICES, CCEC WILL TERMINATE THE SERVICE LATERAL ON THE LINE-SIDE TERMINALS OF THE MEMBER'S METER SOCKET, PROVIDED THE MEMBER'S RACEWAY IS A MINIMUM OF 2 INCHES.
5. MEMBER TO SUPPLY A 3" TO 2" REDUCING SLEEVE FROM THE 3" ELBOW TO THE 2" SERVICE ENTRANCE CONDUIT (WHEN NEEDED).
6. NYLON LINE TO BE PLACED IN CONDUIT TO FACILLITATE PULLING SERVICE WIRE.
7. CONDUIT IS NOT TO BE COVERED UNTIL CCEC HAS INSPECTED AND APPROVED INSTALLATION FOR PROPER DEPTH.
8. ALL CONDUIT JOINTS TO BE SECURELY GLUED.

## RECESSED METHOD

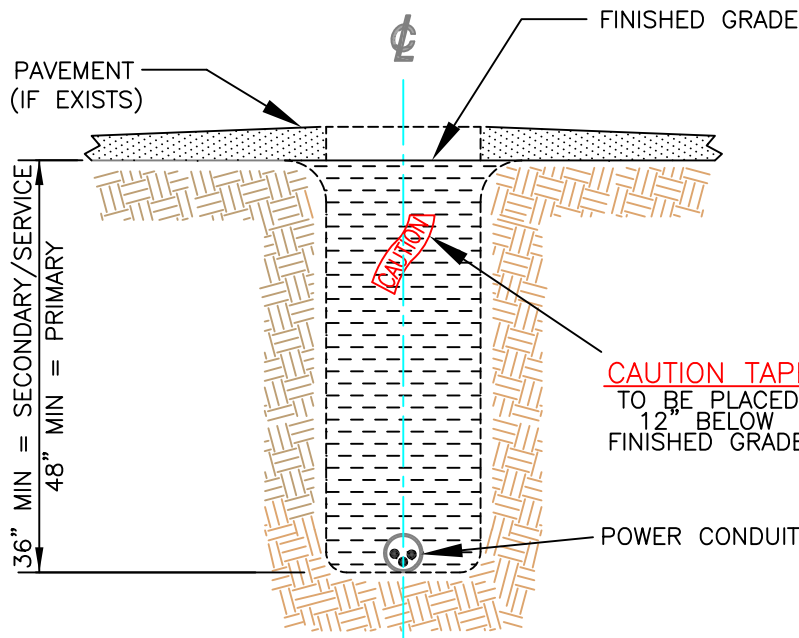


## METER INSTALLATION UNDERGROUND SERVICE METER ON HOUSE



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DWG: MT-07



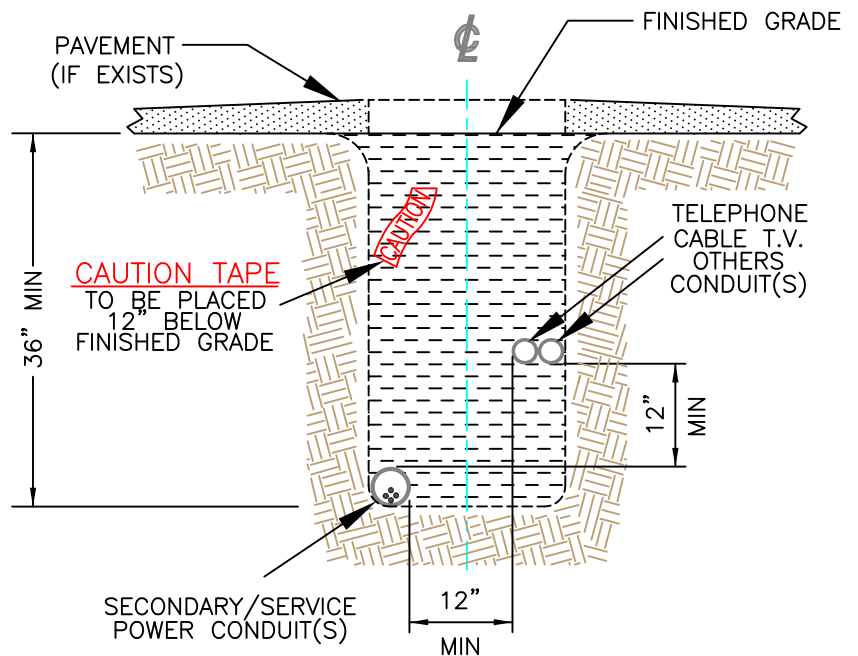
**SINGLE CONDUIT  
PRIMARY POWER OR  
SECONDARY/SERVICE POWER**

**CAUTION TAPE**  
TO BE PLACED  
12" BELOW  
FINISHED GRADE

POWER CONDUIT

36" MIN = SECONDARY/SERVICE  
48" MIN = PRIMARY

**MULTIPLE CONDUITS  
SECONDARY/SERVICE POWER AND  
TELEPHONE, CABLE T.V., OTHERS**



**CAUTION TAPE**  
TO BE PLACED  
12" BELOW  
FINISHED GRADE

TELEPHONE  
CABLE T.V.  
OTHERS  
CONDUIT(S)

SECONDARY/SERVICE  
POWER CONDUIT(S)

36" MIN

12" MIN

12" MIN

**NOTES**

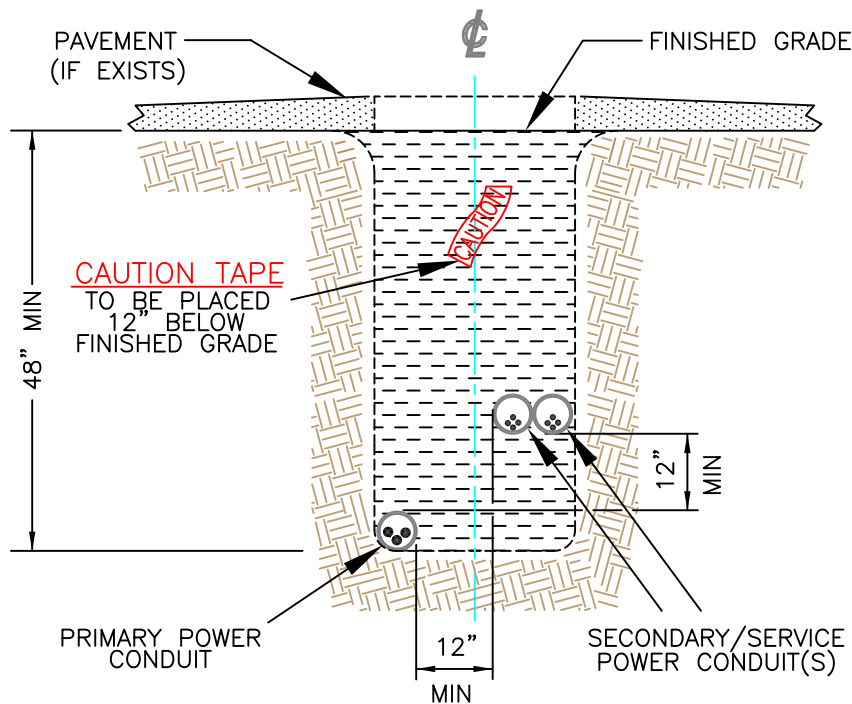
1. ALL TRENCHES TO BE INSPECTED BY COOS-CURRY ELECTRIC COOPERATIVE REPRESENTATIVE PRIOR TO BACKFILLING. FAILURE TO DO SO WILL REQUIRE TRENCH TO BE OPENED FOR CONDUIT INSPECTION.
2. SEWER LINES TO BE A MINIMUM OF 2 FEET FROM COOS-CURRY ELECTRIC COOPERATIVE LINES, AND ARE NOT ALLOWED IN THE SAME TRENCH.
3. TELEPHONE & CABLE TV FACILITIES REQUIRE A 12" MIN VERTICAL SEPERATION FROM COOS-CURRY ELECTRIC COOPERATIVE SECONDARY LINES.
4. ALL TRENCHES UNDER ROADS AND DRIVEWAYS TO BE BACKFILLED WITH 3/4 MINUS ROCK.
5. BACKFILL TO BE CLEAN AND DEBRIS FREE.
6. USE SCHEDULE 40 PVC, OR STRONGER.
7. A CONTINUOUS LENGTH OF PULL STRING SHALL BE PLACED IN CONDUITS TO FACILITATE CABLE PULLING.
8. CONDUIT ENDS TO BE STUBBED A MINIMUM OF 12" ABOVE FINISHED GRADE AND CAPPED TIGHTLY.

**TRENCHING DETAILS  
SINGLE & MULTIPLE  
CONDUITS**

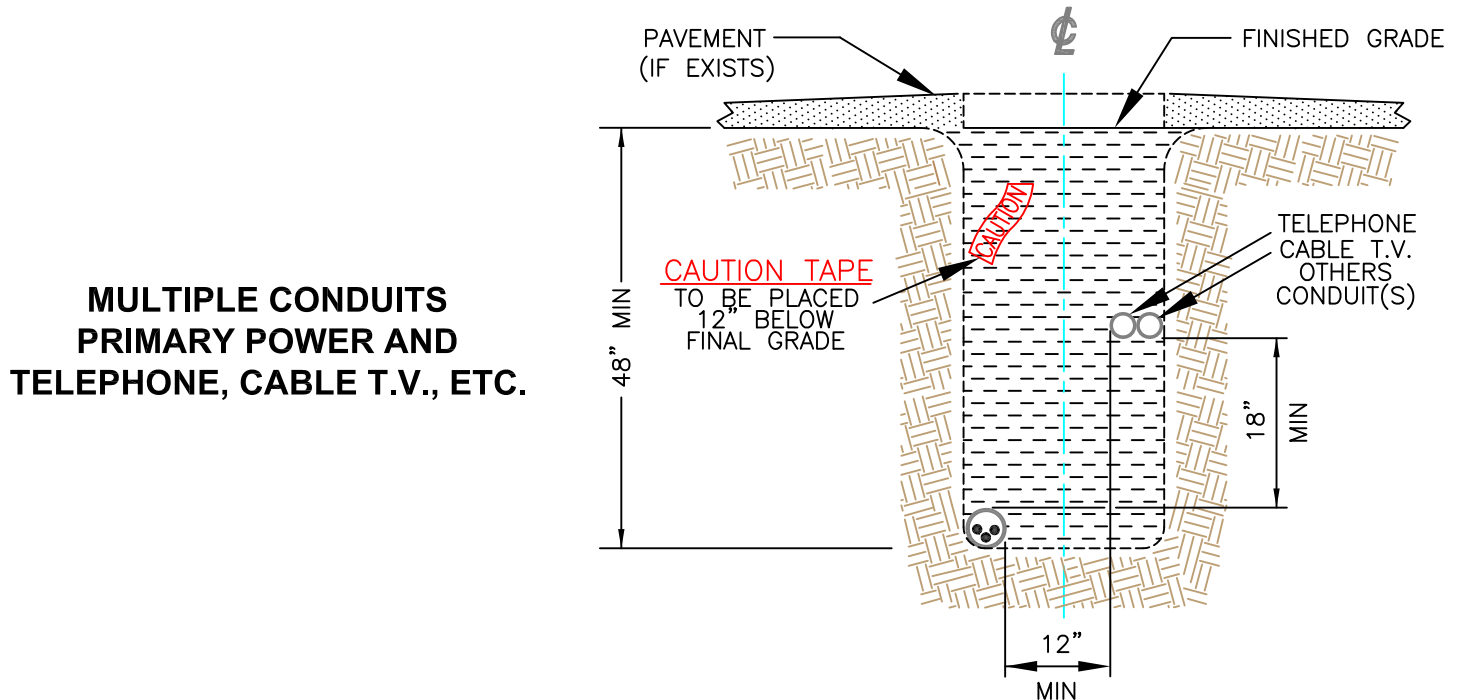


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DWG: **TD-01**



**MULTIPLE CONDUITS  
PRIMARY POWER OR  
SECONDARY/SERVICE POWER**



**MULTIPLE CONDUITS  
PRIMARY POWER AND  
TELEPHONE, CABLE T.V., ETC.**

**NOTES**

1. ALL TRENCHES TO BE INSPECTED BY COOS-CURRY ELECTRIC COOPERATIVE REPRESENTATIVE PRIOR TO BACKFILLING. FAILURE TO DO SO WILL REQUIRE TRENCH TO BE OPENED FOR CONDUIT INSPECTION.
2. SEWER LINES TO BE A MINIMUM OF 2 FEET FROM COOS-CURRY ELECTRIC COOPERATIVE LINES, AND ARE NOT ALLOWED IN THE SAME TRENCH.
3. TELEPHONE & CABLE TV FACILITIES REQUIRE A 18" MIN VERTICAL SEPERATION FROM COOS-CURRY ELECTRIC COOPERATIVE PRIMARY LINES.
4. ALL TRENCHES UNDER ROADS AND DRIVEWAYS TO BE BACKFILLED WITH 3/4 MINUS ROCK.
5. BACKFILL TO BE CLEAN AND DEBRIS FREE.
6. USE SCHEDULE 40 PVC, OR STRONGER.
7. A CONTINUOUS LENGTH OF PULL STRING SHALL BE PLACED IN CONDUITS TO FACILITATE CABLE PULLING.
8. CONDUIT ENDS TO BE STUBBED A MINIMUM OF 12" ABOVE FINISHED GRADE AND CAPPED TIGHTLY.

**TRENCHING DETAILS  
SINGLE & MULTIPLE  
CONDUITS**



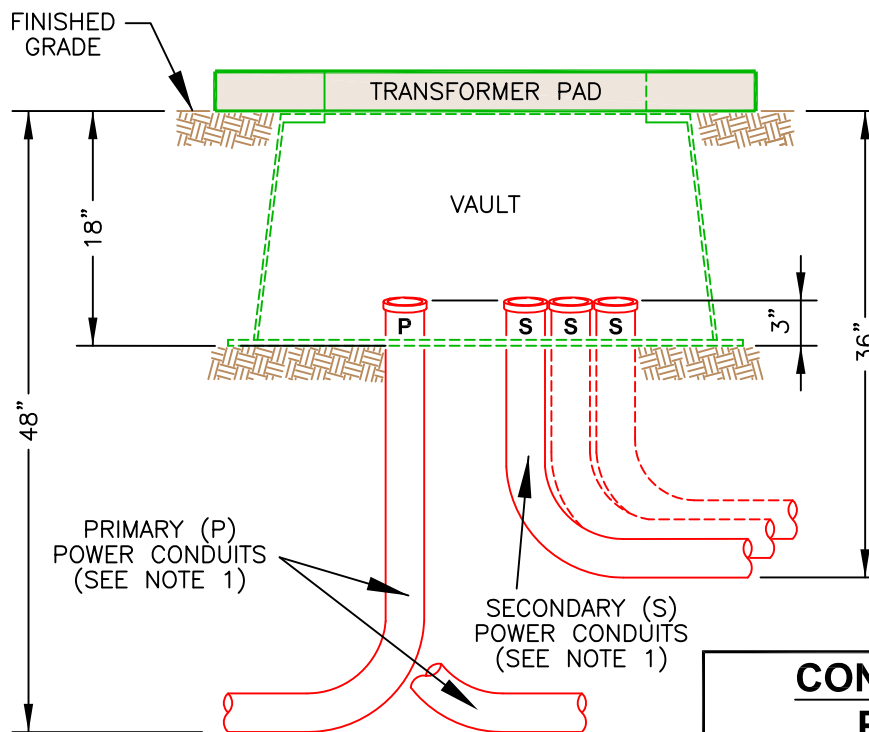
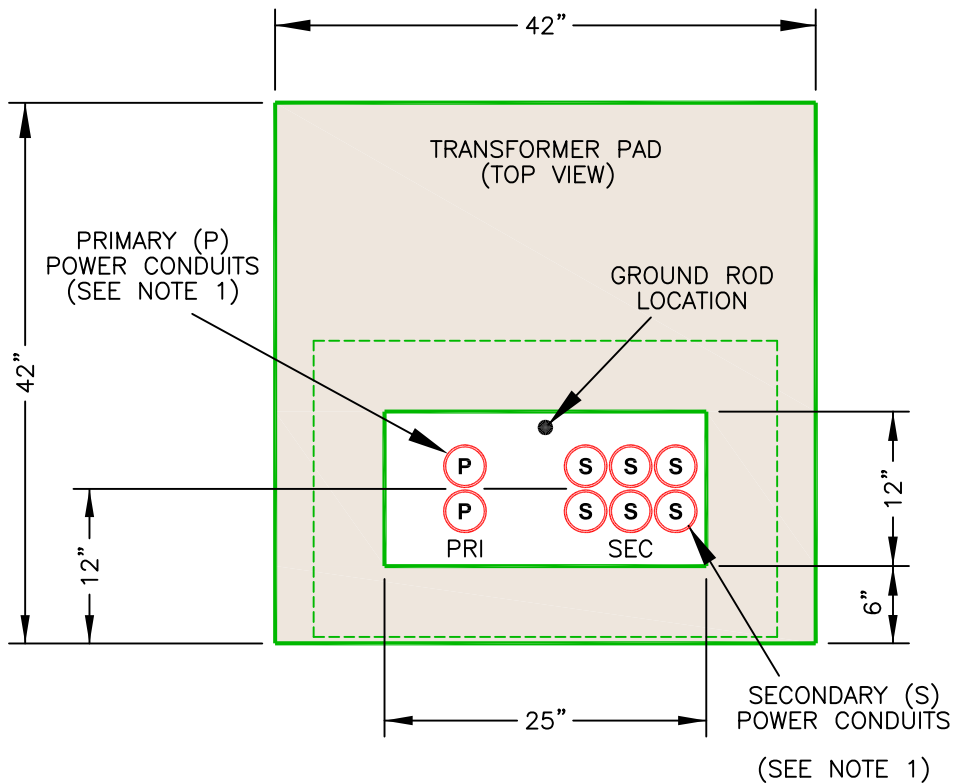
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DWG: **TD-02**



**NOTES**


1. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS MAY VARY DEPENDING ON FACILITIES LAYOUT. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS SHALL BE APPROVED BY A COOS-CURRY ELECTRIC REPRESENTATIVE PRIOR TO THE VAULT INSTALLATION.



**PADMOUNT TRANSFORMER**

SINGLE PHASE  
PADMOUNT TRANSFORMER  
CONDUIT LAYOUT

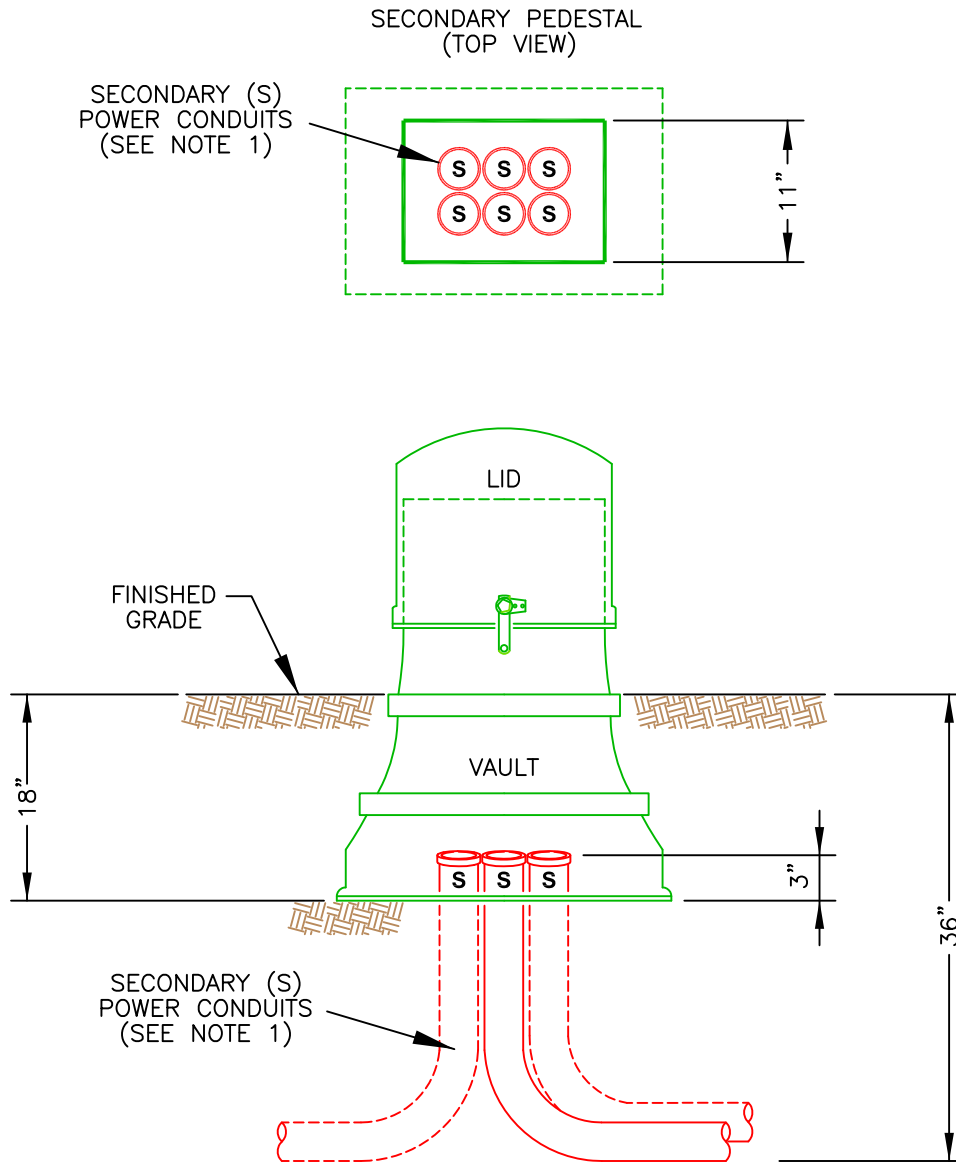
**CONDUIT LAYOUT  
PADMOUNT  
TRANSFORMER**

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	05/11	2.0	MM	----
DWG:		<b>CL-01</b>		



## NOTES

1. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS MAY VARY DEPENDING ON FACILITIES LAYOUT. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS SHALL BE APPROVED BY A COOS-CURRY ELECTRIC REPRESENTATIVE PRIOR TO THE VAULT INSTALLATION.



## SECONDARY PEDESTAL

SINGLE PHASE  
SECONDARY PEDESTAL  
CONDUIT LAYOUT

## CONDUIT LAYOUT SECONDARY PEDESTAL



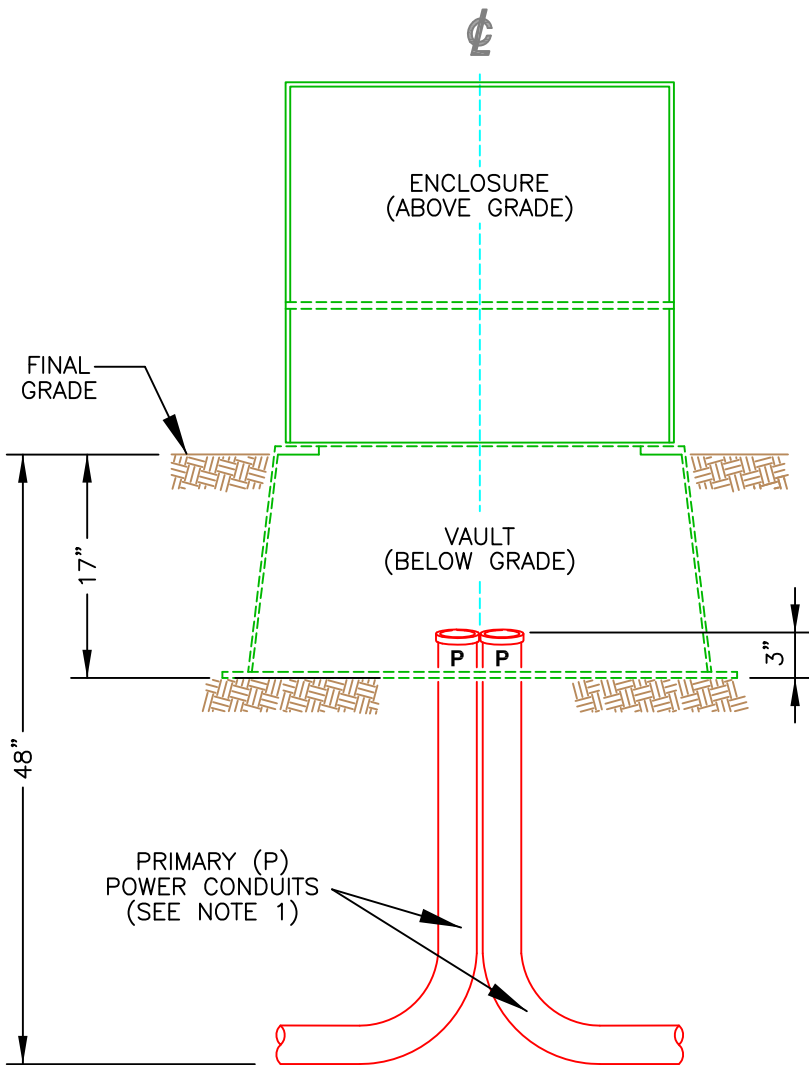
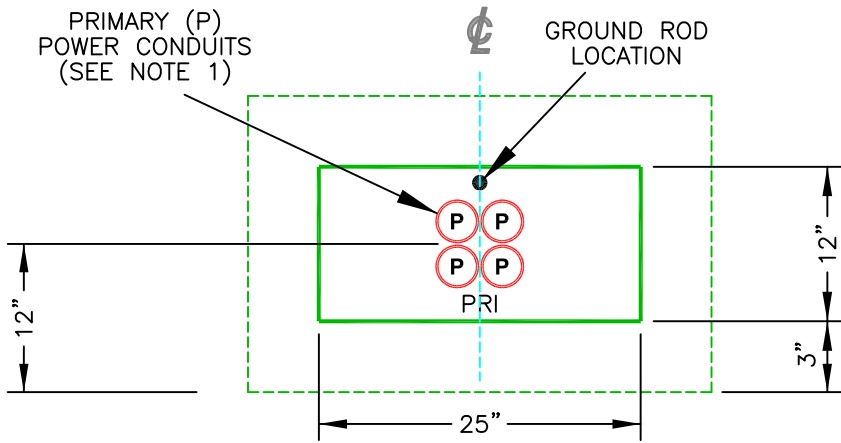
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DWG:


# CL-02

**NOTES**

1. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS MAY VARY DEPENDING ON FACILITIES LAYOUT. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS SHALL BE APPROVED BY A COOS-CURRY ELECTRIC REPRESENTATIVE PRIOR TO THE VAULT INSTALLATION.



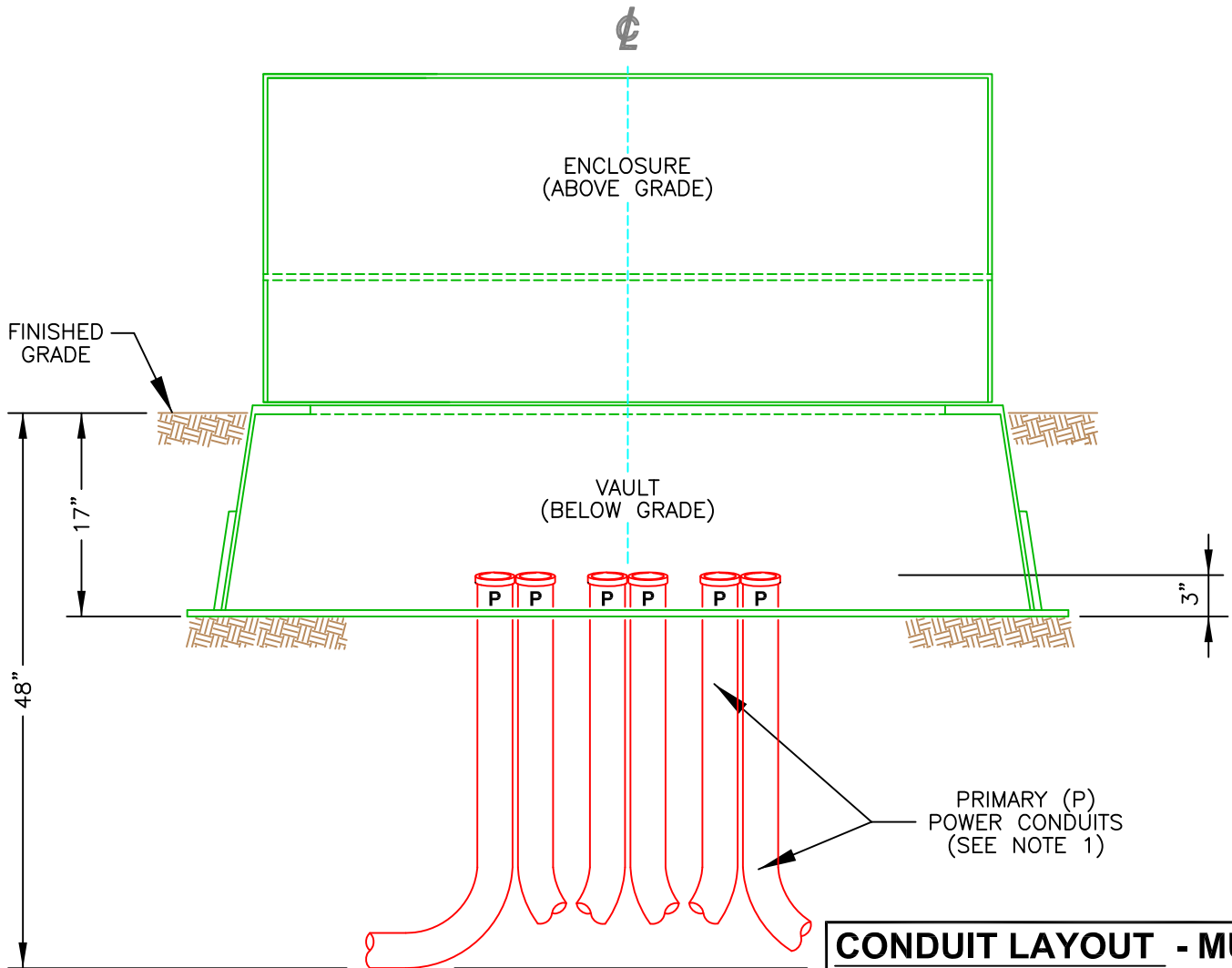
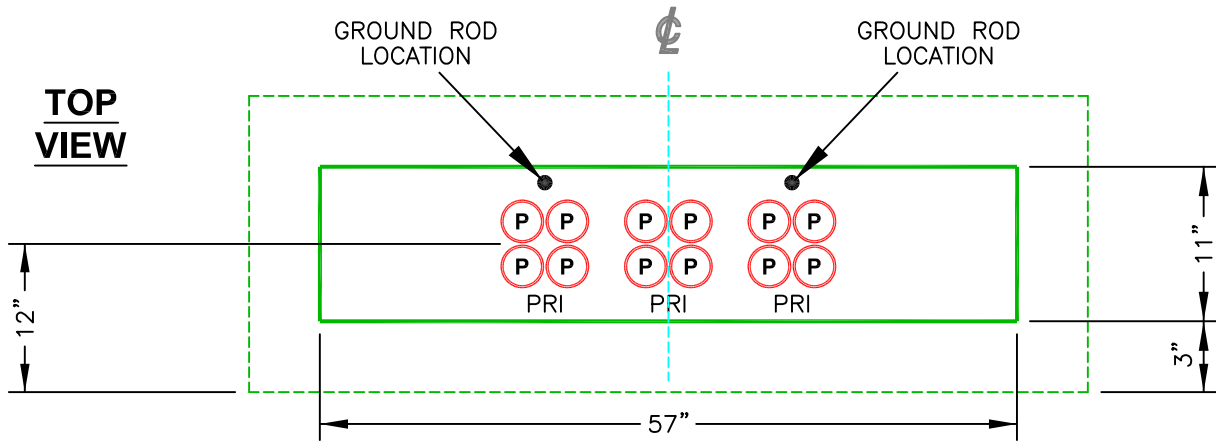
**CONDUIT LAYOUT-SINGLE PHASE SECTIONALIZING ENCLOSURE**

	ISSUE DATE:	REV:	DRN:	APPD:
	05/11	2.0	MM	----
DWG:				
<b>CL-03</b>				

**NOTES**

1. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS MAY VARY DEPENDING ON FACILITIES LAYOUT. CONDUIT QUANTITIES AND STUB-OUT LOCATIONS SHALL BE APPROVED BY A COOS-CURRY ELECTRIC REPRESENTATIVE PRIOR TO THE VAULT INSTALLATION.


**TOP VIEW**

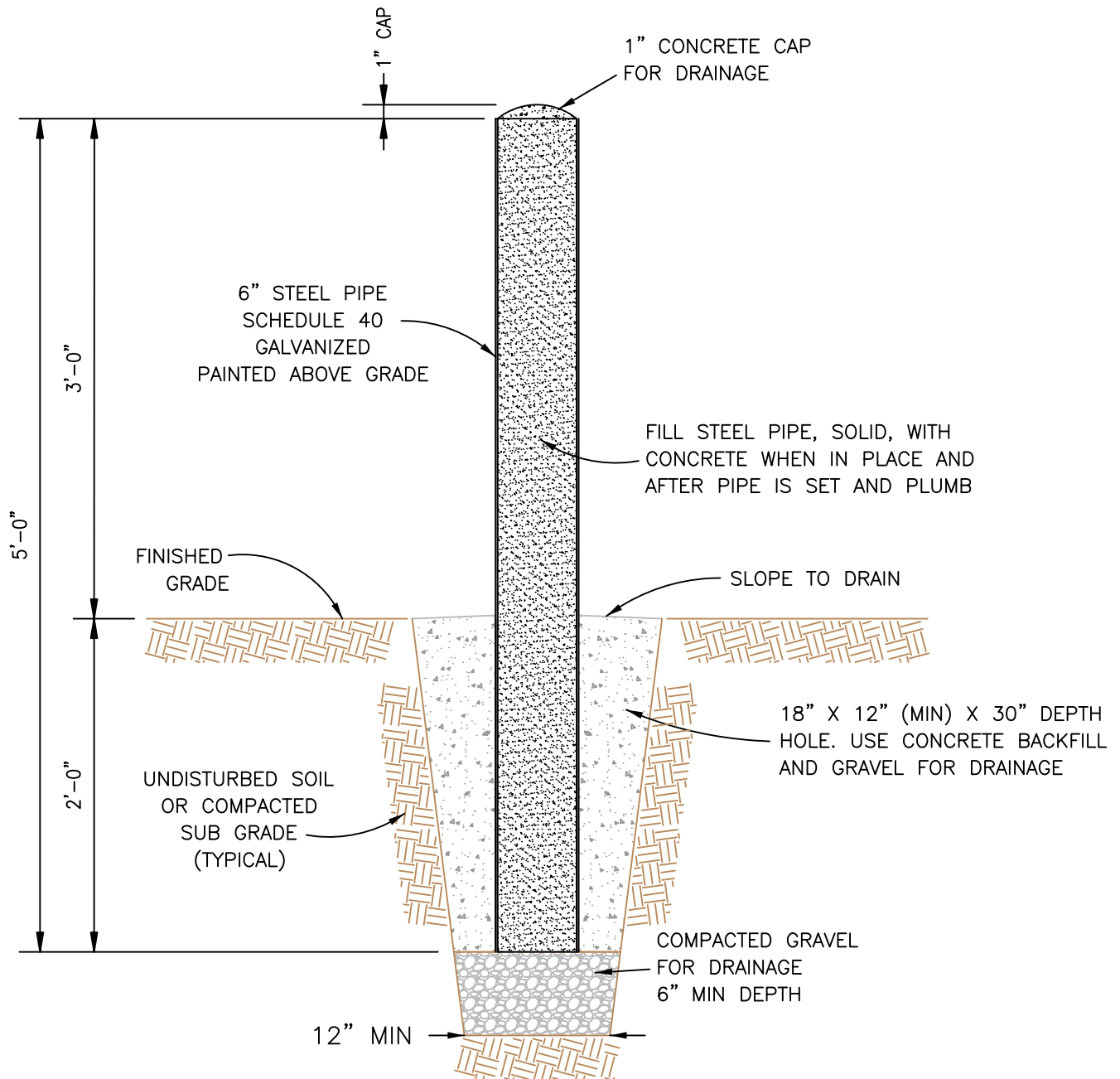


**SECTIONALIZING ENCLOSURE**

MULTI PHASE  
CONDUIT LAYOUT  
FRONT VIEW

**CONDUIT LAYOUT - MULTI  
PHASE SECTIONALIZING  
ENCLOSURE**

	ISSUE DATE:	REV:	DRN:	APPD:
	05/11	2.0	MM	----
DWG:		<b>CL-04</b>		



**STEEL PIPE BOLLARD  
INSTALLATION DETAIL  
ELEVATION VIEW**

**NOTES**

1. INSTALL BOLLARDS WHEN ELECTRIC EQUIPMENT IS SUBJECT TO PHYSICAL DAMAGE.
2. BOLLARD LOCATION(S) TO BE APPROVED BY CCEC PRIOR TO INSTALLATION. MAXIMUM BOLLARD SPACING IS 4 FEET ON CENTER. MAINTAIN 4 FEET MINIMUM CLEARANCE BETWEEN BOLLARD AND ELECTRICAL EQUIPMENT.
3. CONCRETE SHALL YIELD A MINIMUM 3,000 PSI STRENGTH
4. BOLLARDS AND CASING SHALL BE HOT DIPPED GALVANIZING PRIOR TO PAINTING. EXTERIOR GRADE, HIGH STANDARD HIGH VISIBILITY YELLOW COLOR (SAFETY YELLOW) SHALL BE USED (ANSI SPEC Z535.1 TO COMPLY WITH OSHA 1910.144). OTHER COLORS ARE TO BE APPROVED BY CCEC PRIOR TO PAINTING.
5. PERFORM NECESSARY UTILITY LOCATES PRIOR TO EXCAVATING

**INSTALLATION DETAIL  
STEEL PIPE  
BOLLARD**

	ISSUE DATE:	REV:	DRN:	APPD:
	05/11	2.0	MM	----
DWG:		<b>BL-01</b>		

# APPENDIX C

## WORK INFORMATION REQUEST

<b>WORK INFORMATION REQUEST</b>	<b># Pages</b>
WORK INFORMATION REQUEST	2
WORK INFORMATION REQUEST - COMMERCIAL-INDUSTRIAL	1

# Coos-Curry Electric Cooperative, Inc.

## Work Information Request



Port Orford Office: PO Box 1268 · 43050 Hwy 101 Port Orford OR 97465 · Phone: 541 332-3931 Fax: 541 332-3501  
Brookings Office: P.O. Box 4819 · 815 Railroad St Brookings OR 97415 · Phone: 541-469-2103 Fax: 541-469-3193  
Gold Beach Office: PO Box 785 · 29439 Ellensburg Gold Beach OR 97444 · Phone: 541-247-6638 Fax: 541-247-6630  
Coquille Office: PO Box 460 · 74 W 1<sup>st</sup> Coquille OR 97423 · Phone: 541-396-3118 Fax: 541-396-3119

If you are in the process of building a new home or business facility and wish to arrange for the installation of the electric service, simply complete the form below.

### Builder Information

Name:

Address 1:

Address 2:

City, State Zip:

### Contact Information

Name:

Phone:

Cell:

E-mail:

Best Time to Contact:

### Billing Information

Billing name and address if different than builder for monthly statements.

Existing Member     Non-Member

Name:

Address 1:

Address 2:

City, State Zip:

# Electric Service Application – Page 2 of 2

## Job Site Information

Temporary       Permanent

Address 1:

Address 2:

City, State Zip:

Residential       Commercial

Map Tax Lot No:      **Township**      **Range**      **Section**      **Lot**

Subdivision:

Lot:

Block:

Building Square Footage (Heated):

Desired Service Date:

## Load Information

(Circle One)

Heat:      Type: Heat Pump– Forced Air– Baseboard- Other      Size: \_\_\_\_\_ (kW)

Water Heater:      Type: Electric – Gas– Other \_\_\_\_\_      Size: \_\_\_\_\_ (kW)

Range/Oven:      Type: Electric – Gas– Other \_\_\_\_\_      Size: \_\_\_\_\_ (kW)

Dryer:      Type: Electric – Gas– Other \_\_\_\_\_      Size: \_\_\_\_\_ (kW)

Other Loads:      Type: \_\_\_\_\_      Size: \_\_\_\_\_ (kW)

Service Size:      200 Ampere – 400 Ampere – Other \_\_\_\_\_

Service Phase:      Single Phase – Three Phase

Service Voltage:      120/240V – 120/208V – 277/480V – Other \_\_\_\_\_

Comments:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Coos-Curry Electric Cooperative, Inc.

## Work Information Request - Commercial-Industrial



### Business Information

Name of Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Member Responsible for Billing (if different than monthly billing member):  
 Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Building Square Footage: \_\_\_\_\_ Note: *breakdown into use (i.e.: office, warehouse)*  
 Hours of Operation (include days & hours): \_\_\_\_\_

### Service Description

Desired Secondary Voltage:  1-Phase 120/240v  3-Phase 120/208v  3-Phase 277/480v Other Voltage: \_\_\_\_\_  
 Panel Size (in amps): \_\_\_\_\_ Number of Meters: \_\_\_\_\_ (List all addresses for each above or on the back)  
 Nearest Pole or Equipment Number: \_\_\_\_\_ Type of Service Desired:  Overhead  Underground  
 Electrical Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Load List (attach additional sheets if necessary)

Description	Phase and Voltage	New load to be added	Load to be removed	Total connected load after changes	Unit
HVAC					Tons
Exhaust fans					HP
Electric heat					kW
Water heating					kW
Lighting					kW
Outlets					kW
Office equipment					kW
Kitchen equipment					kW
Refrigeration equipment					Tons
Computers, magnetic power supplies					kW
Machinery					kW
Thermoplastic injection equipment					kW
Elevators					kW
Boiler					kW
Snow melting					kW
Signs					kW
X-ray equipment					kW
Washer/dryer					kW
Gas/fuel/sump pump					HP
Small motors					HP
Air compressor					HP
Miscellaneous					kW
Heat exchanger					kW
Humidifier					kW
Swimming pool					HP
Largest motor (not included above)					HP
Future					kW
Totals (convert to kW)					kW

It is important to provide the most accurate information available, as it is used to design facilities and determine the costs. Please sign and date this form.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Notes: -You may wish to consult a trained professional (electrician, engineer, etc.) prior to providing this information to Coos-Curry Electric Cooperative (CCEC).  
 - Commercial metering should be discussed with a CCEC representative prior to purchase and installation of your metering equipment.  
 - Motors larger than 10 horsepower or greater (individual or in aggregate) must be evaluated by CCEC.

### Coos-Curry Electric Cooperative, Inc. - Office Locations

Port Orford Office: PO Box 1268 • 43050 Hwy 101 Port Orford OR 97465 • Phone: 541 332-3931 Fax: 541 332-3501  
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 Coquille Office: ~~PO Box 460~~ • 74 W 1st Coquille OR 97423 • Phone: 541396-3118 Fax: 541-396-3119