

**CITY OF FARMINGTON, NEW MEXICO
UTILITY BUSINESS OPERATIONS**

101 N Browning Parkway
Farmington, NM 87401
(505) 599-8311
Fax (505) 599-8323

December 31, 2015

Attention Electricians and General Contractors:

As 2015 comes to a close we are thankful for the privilege of working with you to serve the customers of the Farmington Electric Utility System (FEUS). We wish to remind you of some FEUS business and operational practices to better serve our customers as we go into 2016.

- The FEUS Meter and Service Guide requires a load calculation and riser diagram which needs to be submitted to Electric Engineering for all commercial jobs. In addition, for all residential jobs above 100 amps a load calculation and riser diagram must be also be submitted to Electric Engineering.
 - For 100 amps residential service requests, please provide FEUS will all information regarding any extraordinary load such as refrigerated air conditioning, electric water heater, hot tub or motors, etc. This applies to new services, as well as service upgrades.
 - Please provide complete and accurate information. Any estimates or quotes created using inadequate information which need to be revised later will result in an estimate revision fee to the customer of \$200 or more.
 - Please use the Load Calculation forms for Residential and Commercial Services that is in the FEUS Meter and Service Guide located on the City of Farmington website at www.fmtn.org under Electric Utility (last two pages of Meter and Service Guide). The forms are also attached to this letter.
 - The Load Calculation forms require both the customer's and the electrician's names and signatures.
- Service Change appointments will not be scheduled until transformer capacity has been verified for existing/active services and for additional loads.
- Service upgrades at the time of an Emergency Disconnect and Reconnect are not permissible. The request for an upgrade must go through the normal procedure with New Service.
- Please make all requests for new or upgraded electrical service through New Service Representatives, rather than field personnel. Records for service must be entered into our computer system by New Service Representatives for the best work flow and service to our customers.
- Transformer Openings are scheduled with Melissa (Line Division Administrative Aide) at 599-8330. This is a different appointment than a Service Change or Connect appointment which are scheduled through New Service. A separate appointment for the Transformer Opening is required prior to service

inspection by the Utility Inspector. Upon service approval the service will be connected. Please plan accordingly.

- Please remember that scheduling an inspection **does not** generate the connect request; nor does a customer's connect request generate an inspection. Schedule your inspection with the proper inspection authority. Your **customer must make connect or disconnect arrangements**. You cannot authorize an electrical connect or disconnect for a residential or commercial customer unless you are working with a builder.
- The Manufactured Housing Division Inspector inspects **ALL** mobile homes, new or moved, and any upgrades, repairs or replacements of the electrical service. All passed inspections must have the issued permit approved and signed by the MHD inspector prior to FEUS providing electric service to the manufactured home.
- When requesting TEMPORARY/PERMANENT services, please keep in mind that it is the responsibility of the Customer/Contractor to request and provide FEUS with the proper Address Verification and Approved Affidavit, if required. Having this information readily available at the time of the request can also help avoid delays in obtaining service.
- Contact information for employees in the **Business Operations Division** providing New Service and Engineering Support is as follows:

Sue	Utility Business Operations Manager	599-8311
Cloey	Engineering Support Supervisor	599-8322
Lorinda	Work Order Specialist	599-8320
Melody	New Service Representative	599-8310
Jonette	New Service Representative	599-8312
Ivy	New Service Representative	599-8317

TIP for New Service calls...If the New Service Representative you are attempting to reach is not available at the time you call, you may either leave a voice mail for the New Service Representative or press "0" for your call to be forwarded to another representative. Please do not leave connect information on voice mail; just leave your name, phone number and any other information you think is pertinent and we will call you back as soon as possible. All connect information must be taken directly from the customer, and not from voice mail messages.

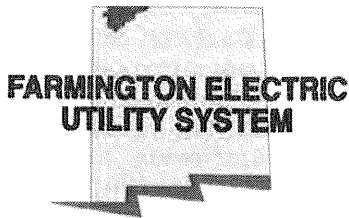
Thank you for your continued business and we look forward to another successful year in 2016! If you have any questions or comments about any of the above items, please contact our office.

Sincerely,



Susan Nipper

Utility Business Operations Manager



**CITY OF FARMINGTON, NEW MEXICO
ELECTRIC ENGINEERING DIVISION**

101 N Browning Parkway
Farmington, NM 87401
Engineering (505) 599-8300 or 599-8320
New Service (505) 599-8310 or 599-8312 or 599-8317
Fax (505) 599-8421
www.fmtn.org

RESIDENTIAL ELECTRICAL SERVICE

PROCEDURE FOR PROCESSING ELECTRICAL SERVICE REQUESTS

The following procedure has been established as the most efficient means to provide electric service in an orderly manner without delay. This procedure works best when all parties cooperate to provide accurate, complete, and timely data.

1. It is the responsibility of the architect, engineer, contractor, builder or owner to submit to FEUS Electric Engineering Division a service request for the proposed project. The request should provide sufficient lead-time for field visit, design, determination of charges, and construction.
2. A completed load data sheet prepared by a qualified party must be included with all requests for service. Service-conductors and service-riser locations shall be determined by FEUS Electric Engineering Division.
3. **Additional Charges:** FEUS designs to the specific information on this form. Significant changes may result in additional charges. Charges may include, but not be limited to, additional engineering, equipment or conductor change-out and incurred labor.

Customer's Name: _____ Phone Number: _____
Address: _____
Customer's Mailing Address: _____
Electrical Contractor: _____ Phone Number: _____
Permit Number: _____

ELECTRIC LOAD INFORMATION

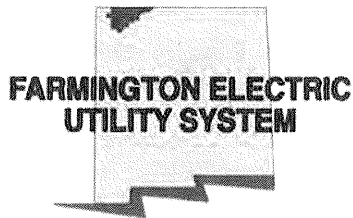
Service Size: _____ Conductor Size: _____
Parallel Conductor: _____ Yes _____ No Number of Parallel Runs: _____
Square Footage of Home: _____ Voltage: _____ 1Ø _____ 3Ø _____
Lighting: _____ Receptacles: _____
Electric Range/Oven: _____ Electric Dryer: _____
Electric Hot Water Heater: _____ Electric Heat: _____
Refrigerated Air Conditioner: Number of Units: _____ Tons per Unit: _____
Evaporative Cooler: Number of Units: _____ Motor Size per Unit: _____
Kilns: _____ Welder: _____ Hot Tub: _____
Miscellaneous Load: _____

TOTAL LOAD: _____ Amps.

Customer Name (print) _____ Signature _____ Date _____

Electrician's Name (print) _____ Signature _____ Date _____

We at F.E.U.S. appreciate the privilege of serving you.



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COMMERCIAL ELECTRICAL SERVICE

PROCEDURE FOR PROCESSING ELECTRICAL SERVICE REQUESTS

The following procedure has been established as the most efficient means to provide electric service in an orderly manner without delay. This procedure works best when all parties cooperate to provide accurate, complete, and timely data.

1. It is the responsibility of the architect, engineer, contractor, builder or owner to submit to FEUS Electric Engineering Division a service request for the proposed project. The request should provide sufficient lead-time for field visit, design, determination of charges, and construction.
2. A completed load data sheet prepared by a qualified party must be included with all requests for service. Service-conductors and service-riser locations shall be determined by FEUS Electric Engineering Division.
3. **Additional Charges:** FEUS designs to the specific information on this form. Significant changes may result in additional charges. Charges may include, but not be limited to, additional engineering, equipment or conductor change-out and incurred labor.

Customer's Name: _____ Phone Number: _____
 Address: _____
 Customer's Mailing Address: _____
 Electrical Contractor: _____ Phone Number: _____
 Permit Number: _____

ELECTRIC LOAD INFORMATION

Service Size: _____ Conductor Size: _____ Voltage: _____ 1Ø _____ 3Ø _____
 Parallel Conductor: _____ Yes _____ No Number of Parallel Runs: _____
 Lighting: _____ Receptacles: _____
 Electric Range/Oven: _____ Electric Dryer: _____
 Electric Hot Water Heater: _____ Electric Heat: _____
 Refrigerated Air Conditioner - Number of Units: _____ Tons per Unit: _____
 Kilns: _____ Elevators: _____
 Motors: (List all motors, indicate 1Ø or 3Ø by Horsepower, Voltage, Starting-Current)

 Welders: (List all Welders, indicate 1Ø or 3Ø)

 Miscellaneous Load: _____

TOTAL LOAD: _____ Amps.

Customer Name (print) _____ Signature _____ Date _____
 Electrician Name (print) _____ Signature _____ Date _____

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