

Commercial taps & Meter sets

***The gas process start on a commercial building:**

1. Suburban will need to confirm where your building will receive natural gas service from.
2. A "Load form" needs completed and returned to Suburban, this information will be needed to know what type of meter or manifold will be required and also what riser will need to be installed.
3. Suburban does not install the service lines. (The line from the building to the gas main).
4. The meter settings and manifolds typically go left to right in most cases there needs to be at least 4 feet of wall space planned for it.
5. The line and riser will need to be installed by a "UTI" certified installer only, hired by you.
6. Before the line can be installed and inspected the account will need set up with our office, contact customer service for this.
7. In some cases a 2 inch 4 bolt flat faced riser will be needed (perfection brand)
8. The minimum distance from the riser to the finished wall face must be no less than 8 inches.
9. The riser bracket will need to be above finished grade, for corrosion proposes.
10. Now if the riser will have anything other than dirt around it, then the riser will need to be sleeved with PVC to protect it.
11. The meter setting will be ordered once the line and riser is installed and passes the inspection process.

***The connection made at the gas main:**

1. Once the line is inspected by Suburban and passed it will be placed onto the tap list, we have 20 working days to complete the tap
2. At the tap location there will be a valve box left sticking up above grade, this needs to be protected from damages during construction.

***Meter setting/ Manifold:**

1. Suburban builds the meter settings, we charge for capacity of the meter or meters, these charges range from \$100.00 to \$5000.00 per meter depending on what the load requirements is needed.
2. Once gas is turned on an invoice will be sent the the account holder for the capacity fees (meter costs)
3. Depending on the type and size of the meter settings, this process usually takes 4 to 6 weeks or longer this varies with each one.
4. We recommend not bringing your house pipe though the wall until the meter setting / metering manifold in place.
5. Once the setting is done, we will bring it out to the site and install it onto the riser, and prop it up to hold in place.
6. We DO NOT anchor it into the wall, this is the plumber's job to complete, and the setting has been mounted ridged to the wall face.

***Gas being turned on:**

1. The service line will get tested by Suburban when gas is established to the setting
2. The house lines will need tested by a plumber with either a recording clock or Kuhlman Gauge for a period of time to confirm the pipe is leak free. A clock can be rented from Holland Supply (Lewis Center only) 740-549-6550, testing means will be the discretion of Suburban
3. This needs to be set up with our office prior to the testing day
4. Testing will need to be verified in place by Suburban.
5. We will need passing results from the pressure test and approval by the local SNG Manager
6. If the building is in the City of Columbus, their inspectors will need to give you a "green sticker" and sign off on the gas system, before we can turn gas on to the building
7. The air test must be off and any piping reconnected for Suburban to establish gas service

***Temporary heating:**

1. In order to have gas for temporary heat, many of the steps above will need to be completed
2. Suburban will need a load for what your needs will be for temporary heat
3. No testing will be required
4. Paperwork for this request must be made at the time of account set up
5. At some point the gas will have to be shut off and the any testing requirements met

*If for any reason your questions are not answered from this sheet,
Feel free to contact us at:

Lewis Center, Gary Messick (740) 548-2450 or Email: gmessick@sngco.com

Cygnets office, Matt Ziegler (419-655-2345 or Email: mziegler@sngco.com

Sincerely,

Suburban Senior Field Managers