

CPFM Department: Construction	SOP Number: CPFM-CO-1
	Effective Date: 2/1/2026
Title: Coordination of Utility Connections Provided by Medical Center Company (MCCo)	Revision Date: 5 years
	End Date: Indefinite
Signature: Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)	

POLICY: Coordination of Utility Connections Provided by Medical Center Company (MCCo)

PURPOSE: To coordinate utility connection projects between CWRU and MCCo, which includes a design that satisfies the requirements of both CPFM and MCCo, communication and scheduling to minimize campus disruptions, and the alignment of project cost changes, documentation, and general University policies.

PROCEDURE: As agreed to between CPFM and MCCo, this procedure establishes the collaborative framework for planning, coordinating, and integrating MCCo-provided utilities (chilled water, compressed air, electricity, steam, domestic hot water, rooftop solar, and vacuum) into all CWRU projects (new construction, renovations, or facility / infrastructure improvements) to ensure all work is aligned with campus standards, performed safely, and communicated effectively to all who are impacted. This procedure is broken into three separate sections: Planning & Design Coordination, Construction Coordination, and Closeout Coordination.

Planning & Design Coordination

- During project initiation, whether an MCCo-led utilities project or a CPFM-led facilities project, CPFM will assign a CWRU project point-of-contact (CWRU POC).
- The CWRU POC will be a CPFM Design Manager (DM), Construction Manager (CM), or Project Manager (PM). If an MCCo utilities project or MCCo utilities are required, the CPFM POC will initiate a preliminary discussion with MCCo regarding service availability, routing options, capacity, schedule considerations, and other pertinent items.
- CPFM will provide MCCo with relevant schematics, project drawings, and anticipated utility loads to facilitate these preliminary discussions.
- CPFM and MCCo will identify points of demarcation for the utilities specific to the project, determine optimal routing, metering, and tie-in locations that balance technical feasibility, serviceability, and campus planning priorities.
- Both parties will review and approve the proposed designs to ensure consistency with CPFM and MCCo standards and long-term infrastructure planning. Once approved, all design details will be incorporated into the project documents.

Construction Coordination

- The CWRU POC will assist MCCo by providing support for the coordination of field activities occurring on CWRU property. The CWRU POC will coordinate all on-campus work activities with MCCo to ensure both parties are in alignment regarding site safety, site access, and site logistics.
- Regular construction coordination meetings will be scheduled to review progress, discuss challenges, and reinforce shared project goals. Any proposed outages, schedule

changes, or work that could impact campus operations will be jointly reviewed and approved by both parties before execution.

- The CWRU POC will coordinate any communication regarding planned outages, sidewalk or road closures, or utility impacts with CPFM Customer Service and, if required, University Marketing and Communications. MCCo will provide supporting information and schedule details to assist with the communication planning.
- Any changes or deviations from the project documents regarding utility connections, routing, and components will be reviewed and mutually approved by CPFM and MCCo prior to any of the changes being implemented. The CWRU POC will ensure that all record drawings, system data, and as-built documentation are updated to reflect any changes.
- All submittals from MCCo, or its contractors, must be reviewed by CPFM Facilities Engineering. Any comments/concerns should be addressed and mutually agreed upon.
- All work performed on CWRU property by MCCo, or its contractors, shall comply with general University policies such as no smoking, permitted parking, appropriate conduct and language, sexual harassment and Title IX prohibitions, required safety practices, and similar campus-wide expectations.
- Any changes that result in additional costs to CWRU, whether for direct work, reimbursements, or utility connections will require the CWRU POC's review and approval prior to proceeding with the work.

Closeout Coordination

- Upon project completion, CPFM and MCCo will jointly verify that systems are fully operational and meet agreed-upon performance requirements.
- The CWRU POC will collect and confirm all testing, commissioning, and as-built documentation.
- The CWRU POC will ensure that all record drawings, system data, and as-built documentation are archived for joint reference.
- The CWRU POC will document project takeaways and feedback which will be shared with MCCo to inform future projects.