If you have a different phone number than indicated on your application then the number for the project contact, please contact your project manager.

Customer payment is required prior to construction.

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**Pre-PSE Scoping Activities**

- Conduit or Direct Bury Determination Made (Consult PSE project manager for Details)
- Acceptable meter protection installed (See examples listed below)
- Exterior Walls Completed on Meter Side (High Rises require minimum of 4 stories to be complete)

<table>
<thead>
<tr>
<th>CHECK IN - PHASE 1 COMPLETE:</th>
<th>Capacity Request Approval</th>
<th>PSE ____</th>
<th>Customer ____</th>
</tr>
</thead>
</table>

**Meter & Fuel Line Requirements:** Please refer to the provided Gas meter clearances & service installation requirements

- Acceptable meter location that allows for required access and clearance shall be provided
- Scaffolding cleared of the meter location and trench service route
- Site at final grade and final grade marked on the foundation in the work pit area
- Trough or Alcove completed - If Applicable
- Proper Venting Completed - If Applicable
- Eco Blocks Installed - If Applicable
- Meter Shelter Installed - If Applicable
- If installing an Industrial Meter please confirm with your PSE Project Manager on meter requirements

**Trench Requirements:** - Trench meets PSE specifications

- Trench route runs straight from the meter location to the road with minimal bends (Service will be connected to the main at 90 degrees)
- Trench route meets minimum bend radius requirements
- Trench dimensions meet minimum separation requirements from other utilities (12” horizontally from all utilities including privately owned and 6” vertically if conduits cross)
- Service trench route clear of debris, equipment etc.
- 2’ wide cleared area is required for crew access to meter
- Trench and/or work pit/s CLEARED of water, construction debris and sloughed dirt.

**Direct bury:**

- If service line will be direct buried with no conduit, a minimum 4” of sand bedding is required. An additional 12” of sand is required for backfilling and must be placed in close proximity to the trench.
- Acceptable backfill onsite (No material larger than 8” in diameter)
- All other utilities installed (Trench must be backfilled before the crew leaves)

**Conduit is Installed:**

- Schedule 40 conduit required (Consult Puget Sound Energy Project Manager for correct size) Size:_______”
  - Conduit size may be larger due to larger gas main/service being installed. Please confirm with your PSE Project Manager on required size of conduit
- Conduit must be installed at 24” depth minimum from top of conduit with maximum depth of 36”
- Conduit ends exposed and capped (Capping protects from contaminants entering conduit) in the work pits
- 3/8” Pull Rope provided
  *See Work pit requirements below for details on backfill needs

**Construction will be Scheduled following completion of Phase 2**

<table>
<thead>
<tr>
<th>CHECK IN - PHASE 2 COMPLETE:</th>
<th>Release for Schedule Construction Date</th>
<th>PSE ____</th>
<th>Customer ____</th>
</tr>
</thead>
</table>
Work pit Requirements

☐ Work pits every 200’ to ensure proper service installation (Services over 200’ only)
☐ Work pits meet PSE specifications
☐ 3’X5’X2’ work pit is required (Larger or Smaller Work pits will result in removal from PSE construction schedule)

Workpit must be present at all 90 degree breaks service tie-ins (See Workpit Locations Ex. 1 under Helpful Hints)

☐ Proper backfill material provided by customer
☐ CANNOT be mixed with any materials including Rocks or Sticks larger than 8”
☐ Provide clean sand at work pit/s – required within shoveling distance for bedding and shading, (1/2 yd. per pit (gas only), 3/4 yd. per pit for gas & elect). Ensure there is sand on site during both electric and gas installs.
☐ Sand must be clear of any rocks that are greater than ¼”
☐ Recommend covering sand to maintain quality and cleanliness
☐ Sand on site – 24” of cover is required from top of conduit

CHECK IN - PHASE 3 COMPLETE:  Capacity Request Approval

☐ PSE’s service provider InfraSource will visit the site prior to installation.
  • Mark for locates (with white paint)
  • Set up “no parking” signs
  • Ensure you job site is ready for installation
☐ PSE service provider will designated project contact 24 hours prior to construction
☐ If the site is not ready for installation, your job will be removed from the schedule.

Post construction requirements after service install:

☐ Pads Poured and Approved

Helpful Hints for Project Success

• If gas and electric service will be installed using the same work pits then electric MUST be installed prior to gas
• Mark final grade on foundation with paint or marker (Label line “FG” to indicate final grade)
• Once trench is approved by PSE Project Manager for proper separation you may fill in the trench
• Cover sand/backfill with painters plastic or a tarp to ensure your sand does not become weathered and unusable
• Plywood can be used to put over work pits. You may also label the plywood to ensure visibility
  o You may also use cones/caution tape for safety around your work pits
• 1/2 yd. of sand per pit (gas only), 3/4 yd. per pit for (gas & elect) sand at each 3’X5’X2’ workpit
• No bends in the line – 90 degrees only
• Pre-Construction Conditions must be met before your project manager can schedule installation

Workpit Locations Ex. 1

Work pit must be present each time there is a 90 degree break within the conduit as well as each service tie-in