

Rockwood Water
People's Utility District

**NEW SERVICE MANUAL
(MAY 2013)**

Introduction/Protocols

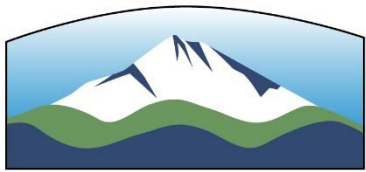
Water Availability

Residential Service Application

Backflow/Cross Connection Control

Commercial/Mixed Use

Engineering/Construction Services



Rockwood Water
People's Utility District

WELCOME TO THE ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

THE DISTRICT

We have been providing a high level of water service in our community for over 90 years, and our employees take pride every day in what they do. We serve a population of 61,200 that includes residential, multi-family, and commercial/industrial/governmental users. We operate within the cities of Portland, Gresham and Fairview and deliver water purchased from Portland as well as water produced in our wells. All water served exceeds Federal and State drinking water standards and regulations. Please visit our website at www.rwpud.org for additional, useful information.

BEFORE PURCHASING YOUR METER

When you purchase your water meter, we will need a copy of the building permit with an address, as well as information regarding plumbing fixtures in order to determine the size of the water meter.

All applicants need to complete Form R1: Water Availability.

Residential applicants need to complete Form R2: Residential Water Service Application and Meter Sizing Worksheet, and Form RBF: Water Service Backflow Questionnaire. Both forms can be found on the District's webpage and completed before your visit to our office, or it can be picked up and filled out at the office.

Commercial or mixed use applicants need to complete Form R3: Commercial and Mixed Use Water Service Application and Meter Sizing Worksheet, and Form RBF: Water Service Backflow Questionnaire.

Applicants requesting a fee statement for Engineering and Construction services need to complete Form R4-Fee Statement Request; Form R3; Form RBF; and provide scalable site utility plans.

METER INSTALLATION

When a residential applicant meets with us, we will determine if the applicant or contractor will have a meter box in place or if the District will place the service box as well as install the meter. In either event, we will tap the main and run the service line to the meter box and do the required connections to provide service.

For commercial and mixed use applications, which will likely involve a contractor, we will jointly determine responsibilities for all aspects of the installation including service lines, meter box, meter and appurtenances, tapping, and meter connection and activation.

COSTS

There are two basic costs associated with a new service. (Fees associated with engineering and construction services are a separate matter.)

One is installation and will be determined when the service is sized and ordered. It will cover the cost of the meter and installation, as well the service line and all appurtenances.

The second is a System Development Charge (SDC), which varies based on meter size. The SDC is intended to ensure that growth pays for growth in an equitable manner. Once the meter has been sized, ordered and paid for, we will schedule a date for installation.

If any of your contact information changes between order date and installation date, please let us know.

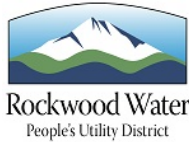
POST INSTALLATION

We ask our customers to ensure the meter box lid is securely in place, in order to prevent injury, and to keep the interior of the box clear of debris so the meter can be read accurately.

When meters are in vaults, we ask that they be kept closed and flush with surrounding grade in order to prevent a tripping hazard.

Damaging or removing the meter, will result in substantial fines.

All meter connections must conform to Rockwood Standard Detail.



WATER AVAILABILITY

Will the public water system be able to serve your building site?

R1

Are you considering purchasing a buildable or developable parcel of land within the District's service area? Do you know if the District's water system is available to the site? District staff can research water system records to identify issues regarding potential access to the water system.

How can I determine if water is available to a site?

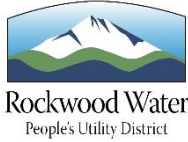
Contact Rockwood Water People's Utility District, telephone 503-665-4179. Provide identifying property details such as the county tax lot number and address or location of the property. We will research records and determine water availability. We can advise you of existing water service size and location, as well as proximity of a public water system main. The term water service refers to the water meter and the service branch (the pipe from the water main to the water meter).

A key factor in water availability is whether the front property boundary (frontage) lies on a public street that contains a public water main. Right-of-way adjacent to property frontage must be available for the service connection. Water services are not installed in locations that require easements or in swales. (A swale is a landscaped area designed to collect stormwater and reduce pollutant runoff into rivers and streams.)

If water is available, how can I get service at the site?

When you request a service application, the District will provide you the forms you will need to complete to obtain water service. The District will review your application and follow up with you if clarification or additional information is needed. Once your application has been processed and water-related fees paid, you may contact the District to schedule service installation.

Should you have any questions, please contact Rockwood Water People's Utility District, 503-665-4179.



WATER AVAILABILITY

Will the public water system be able to supply water to your building site?

R1

Rockwood Control #:15- **R1**

Is public water available at your site?

The first step in getting a new or updated water service is to find out if the District's system serves your site.

We need to know:

- Type of service or change in service.
- Address or location of the service.
- A county tax lot number is also helpful.

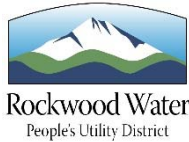
Once you have this information, contact the District to determine if water is available to your site.

To verify available fire flow:

Email
customerservice@
rwpud.org

Phone
503-665-4179

CUSTOMER TO COMPLETE THIS SECTION	
Date of Request	
Type of Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use	
Address or Location of Property	
Property Legal Description	
Applicant Name	
Company	
Address	
City, State, Zip	
Email	
Telephone	Fax
Rockwood Water People's Utility District Response	
Water Service is Available <input type="checkbox"/> Yes <input type="checkbox"/> No	Static Pressure
City: <input type="checkbox"/> Portland <input type="checkbox"/> Gresham <input type="checkbox"/> Fairview	
Service Size & Location	
Main Size & Location	
Date	
Additional Information	
Conditions of Approval	
Completed By: <input type="checkbox"/> AC <input type="checkbox"/> JH <input type="checkbox"/> Other	Signed:



RESIDENTIAL WATER SERVICE APPLICATION

R2

Rockwood Control #:15- R2

Why complete this form?

The District uses this form to determine size of meter and service branch, installation fees, and meter location. Complete details help expedite your request for water service permit and service installation. You must complete page 1 and 2.

Who should use this form?

Applicants upgrading residential plumbing, or building an accessory dwelling unit or new home.

What do I do with the completed form?

Mail or hand deliver it to:
 Rockwood Water
 People's Utility District
 19601 NE Halsey St.
 Portland, OR 97230

Email it to:
 customerservice@
 rwpud.org

Fax it to:
 503-667-5108

Questions?

Call the District offices at 503-665-4179

Today's Date		Building Permit Number	
Service Installation Information			
Applicant Name		Daytime Telephone Number	
Site Address, City, State, Zip			
Site Diagram Page 3		Legal Description (Lot & Block)	
Dwelling Type (Check One)	<input type="checkbox"/> Single-family	<input type="checkbox"/> Rowhouse	
	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhouse	
	<input type="checkbox"/> Accessory Dwelling Unit (ADU)		
	If a duplex, townhouse, or ADU, do you want individual meters?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the lot currently have water service?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the service to be installed in a paved street?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the service branch cross a stormwater facility - either a landscaped swale or concrete planter?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you install a fire sprinkler system?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are the flow needs (gallons per minute - GPM)?			GPM _____
Will the meter be installed in the driveway area? (Avoid driveway if possible.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the Water Meter Sizing Worksheet (Residential) on page 2.			
Scheduling and Installing Water Services			
Call Rockwood Water People's Utility District at 503-665-4179 when you are ready to install the service.			
<ul style="list-style-type: none"> • Provide the Rockwood Control Number. • Service will be installed within 10 working days from date of scheduling. 			

How do I know my water meter is the right size?

You'll want a water meter and service branch that adequately serves your household water needs. The District uses American Water Works Association and Uniform Plumbing Code guidelines to establish meter size.

How to compute values:

Column A describes fixture types.

Column B

Enter the number of fixtures in single family dwelling or housing unit 1.

Column C

If a duplex or ADU, enter the number of fixtures in the second housing unit. *ADU fixtures must be entered separately in this column.*

Column D

Add columns B and C. Enter the sum in this column.

Column E

Contains the fixture value. This value is based on the volume capacity of typical plumbing fixtures.

Column F

Multiply Column D (sum) times the values in Column E (DxE).

Enter the results for each fixture in Column F.

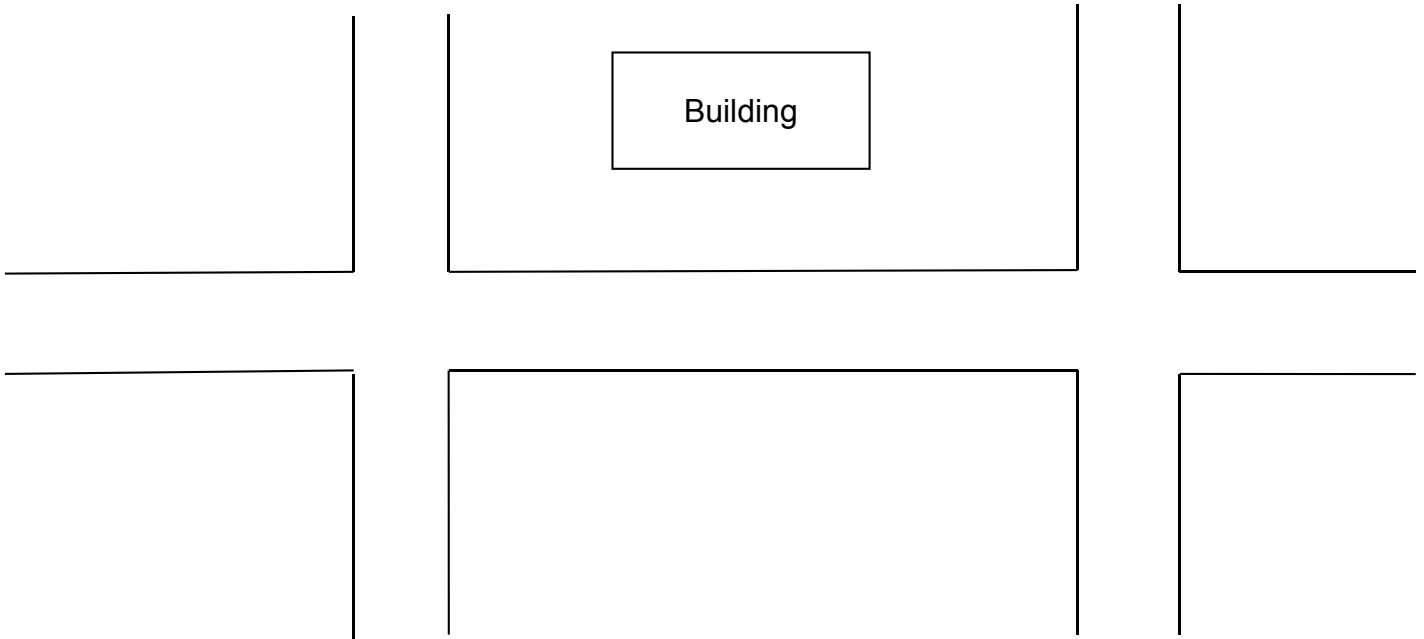
Add numbers in Column F to determine Grand Total Fixture Value (GTF Value).

Refer to the chart for meter size and costs.

*If your structure requires a fire sprinkler system, it may trigger an additional review for proper meter size.

Water Meter Sizing Worksheet (Residential)						
Include existing and planned plumbing fixtures						
A	B	C	D	E	F	
Fixture Type	Unit 1 Fixtures	If a Duplex or ADU, Unit 2 Fixtures	Add B+C	Fixture Value	Total Fixture Value	For Office Use
	Enter Qty	Enter Qty	Sum		D (sum)x E	
Bathroom or Bar Sink				1.0		
Bathtub or Tub/Shower				4.0		
Clothes Washer				4.0		
Dishwasher				1.5		
Hose Bib, first				2.5		
Hose Bibs, each additional				1.0		
Kitchen Sink				1.5		
Laundry or Service Sink				1.5		
Shower, Standalone				2.0		
Toilet				2.5		
Grand Total Fixture Value (GTF Value)						
Meter Size Required*						
Applicant's Authorization						
Name of Authorized Signer				Building Permit Number		
Signature						
Company Name				Date		
GTF Value, Meter Sizes & Typical Water Service Permit Costs						
July 1, 2012 - June 30, 2013						
GTF Value	Meter Size	System Development Charge		Installation with Paving	Total	
0 - 22	5/8"					
22.5 - 37	3/4"					
37.5 - 89	1"					

PLEASE SKETCH YOUR PREFERRED SERVICE LOCATION ON DIAGRAM BELOW:





Rockwood Water
People's Utility District

19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

RBF

WATER SERVICE BACKFLOW QUESTIONNAIRE FORM

Service Address, City, State,
Zip: _____

Name of contact, contractor or
project manager: _____

Company Name: _____

Phone Number: _____

Name(s) of plumbing contractor: Company Name: _____

1. Is this property residential or commercial? _____

1a. If commercial, what type of commercial business? (Apartment complex,
fabrication, restaurant, etc.)

2. If known, what size meter will serve this
property? _____

3. Will the water service serve more than one home/building/unit? (For plexes, please
specify number of units.)

4. Will the property have any of the following? (Please select all that apply.)

- a. Underground irrigation system.
- b. Fire suppression system (please submit copies of fire marshal's report).
- c. Water make up lines (boiler, hydronic heating).
- d. Any type of chemical or treatment additive added to the water (antifreeze,
etc.)
- e. Auxiliary water source (well, storage reservoir, etc.).
- f. Medical care of any kind.

- g. Solar heating.
- h. Booster or other types of injection pumps.
- i. Swimming pool or hot tub.
- j. HVAC operated with water.
- k. Water-using fixtures or outlets that might be under water; submerged inlets.
- l. Non-potable use such as gray water or rainwater harvesting.
- m. Piping, mixing tanks, or storage for liquids other than potable water in proximity to a connection or discharge to potable water piping.
- n. Any equipment permanently or temporarily connected to the potable water system that could potentially alter water system pressure or water quality?
Examples include, but are **not limited to**: re-circulating pumps, steam generators, cooling towers, swimming pool chlorine injectors, boilers, hydronic heating, solar systems.
- o. None of the above conditions apply to this water service.

5. Has the city plumbing inspector required any "point of use" backflow protection beyond the water meter at this property? Yes No

Please use this space to use specifics for any selected items from above:

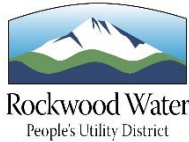
Please notify Rockwood Water PUD if any of the above conditions change during the construction process as this form will be used to determine if backflow protection is necessary at this property.

Signature of customer/contractor
(Typed name is acceptable if filing electronically)

Date

Please print name legibly

Contact phone number



INSTRUCTIONS FOR COMPLETING WATER METER SIZING WORKSHEET (COMMERCIAL OR MIXED USE)

R3

The Water Meter Sizing Worksheet helps determine the water meter size needed for projects requiring new or upsized water services.

Who needs to complete this form?

Complete this form if you have new construction, alterations, or additions to commercial or mixed use that require a new or upsized water service that will connect to the public water system.

This worksheet must be completed if the applicant is planning to:

- Construct a new building
- Apply for a plumbing permit

Potential commercial applicants may also complete this worksheet in preplanning or planning stages. If you are interested in System Development Charges related to such a project, please feel free to complete the worksheet and contact the District staff. Our staff can discuss water services and meter configurations that might meet your needs and can answer questions related to the water service portion of building permits.

What kind of information does this worksheet request?

The Meter Sizing Worksheet is an inventory of the plumbing fixtures in your project. Each fixture is given a value based on typical water use. Follow the instructions to determine the water meter size that will provide optimum water flow throughout your site. You will calculate Total Fixture Unit Values and be able to match this value to the meter size.

Where do I send the worksheet?

Rockwood Water People's Utility District

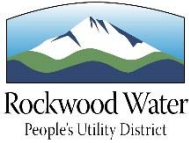
Please feel free to call the District should you need assistance.

Phone: 503-665-4179

Fax: 503-667-5108

Email: customerservice@rwpud.org

Address: 19601 NE Halsey Street
Portland, OR 97230



WATER METER SIZING WORKSHEET COMMERCIAL OR MIXED USE

R3

Rockwood Control #:15- **R3**

Building Permit Number:				Service Address:			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Type of Fixture	Fixtures in New Structure	Fixtures in Existing Structure	Fixtures Removed	Total Fixtures	Fixture Values	Total Fixture Unit Value	
Bar Sink	_____	+ _____	- _____	= _____	x 2.0	= _____	
Bathtub or Tub/Shower	_____	+ _____	- _____	= _____	x 4.0	= _____	
Clinic Sink	_____	+ _____	- _____	= _____	x 3.0	= _____	
Clothes Washer	_____	+ _____	- _____	= _____	x 4.0	= _____	
Dishwasher	_____	+ _____	- _____	= _____	x 1.5	= _____	
Drinking Fountain	_____	+ _____	- _____	= _____	x 0.5	= _____	
Hose Bibb, 1st One	_____	+ _____	- _____	= _____	x 2.5	= _____	
Hose Bibb, Each Additional	_____	+ _____	- _____	= _____	x 1.0	= _____	
Kitchen Sink	_____	+ _____	- _____	= _____	x 1.0	= _____	
Laundry Sink	_____	+ _____	- _____	= _____	x 1.0	= _____	
Lavatory Sink	_____	+ _____	- _____	= _____	x 1.5	= _____	
Mop or Service Sink	_____	+ _____	- _____	= _____	x 3.0	= _____	
Shower	_____	+ _____	- _____	= _____	x 2.0	= _____	
Urinal, 1.0 GPF	_____	+ _____	- _____	= _____	x 5.0	= _____	
Urinal, >1.0 GPF	_____	+ _____	- _____	= _____	x 4.0	= _____	
Water Closet, 1.6 GPF Gravity Tank	_____	+ _____	- _____	= _____	x 2.5	= _____	
Water Closet, 1.6 Flushometer Valve	_____	+ _____	- _____	= _____	x 5.0	= _____	
Water Closet, >1.6 Flushometer Valve	_____	+ _____	- _____	= _____	x 8.0	= _____	

Note: *Fixture units for flushometers are approximate values. Values may be adjusted by District staff on a case-by-case basis.* Total Fixture Units _____

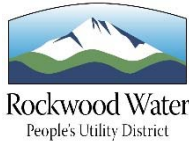
This worksheet does not take into account additional, site-specific water using equipment. Please refer to you engineer for gpm requirements not included on this form, and provide that information to the District.

INSTRUCTIONS

- Column 2: Enter the total number of each fixture type intended for the completed new structure.
- Column 3: If the project has an existing structure that will be utilizing the same water meter, enter the total number of each fixture type currently in the existing structure.
- Column 4: Enter the number of fixture connections that will be permanently removed from the new structure.
- Column 5: Sum of column 2 and 3 minus column 4.
- Column 6: Per unit value of each fixture type.
- Column 7: Enter the number of column 5 times column 6.

Fixture Unit Count (Column 7 Total)	Required Meter Size
0 - 22	5/8" meter
22.5 - 37	3/4" meter
37.5 - 89	1" meter
89.5 - 286	1.5" meter
286.5 - 532	2" meter
532.5 - 1,300	3" meter
1,300.5 - 3,600	4" meter
3,650.5 - 8,200	6" meter

Note: There may be SDC credit if existing meters are permanently removed. SDC fees are not assessed to fire lines. Fees are due at the time water service installation is paid. Call the District at 503-665-4179 with any questions.



INSTRUCTIONS FOR COMPLETING FEE STATEMENT REQUEST FOR ENGINEERING & CONSTRUCTION SERVICES

R4

Complete this form if you need water service at your site, need to extend or relocate a water main to receive service, require a fire line or public fire hydrant. A water service includes the water meter and service branch (the pipe from the water main to the water meter).

The Fee Statement Request Form (R4) is required for projects that will involve public water system work. The District will prepare an estimate that identifies our cost to provide water service to the site.

When is a scalable site utility plan required?

Submit a scalable site utility plan for new construction that includes installation of new meters 1.5 inches or larger with a completed R4 Form.

When is a Water Meter Sizing Worksheet (Commercial or Mixed Use) needed?

A Water Meter Sizing Worksheet (Commercial or Mixed Use Form R3) identifies your water service needs and helps us determine the water meter size. This worksheet must be completed if the applicant is planning to:

- Construct a new building
- Add or remove plumbing fixtures
- Submit the R3 and R4 forms together

Where do I send the Fee Estimate Request and Water Meter Sizing Worksheet?

Rockwood Water People's Utility District

Please feel free to call the District should you need assistance.

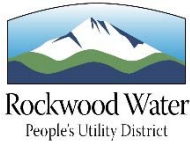
Phone: 503-665-4179

Fax: 503-667-5108

Email: customerservice@rwpud.org

Address: 19601 NE Halsey Street

Portland, OR 97230



FEE STATEMENT REQUEST FOR ENGINEERING & CONSTRUCTION SERVICES

R4

Rockwood Control #:15-

R4

Applicants must submit scalable site utility plan. Fee Statement Requests for domestic services must include a Water Meter Sizing Worksheet (Commercial or Mixed Use Form R3)

Date	Property Address	Building Permit Number	
Contact		Company	
Address, City, State, Zip			
Phone	Fax	Email	
WORK REQUESTED			
If residential, number of dwelling units:		Will there be commercial space? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water Mains	<input type="checkbox"/> Extension <input type="checkbox"/> Relocate/Adjust/Abandon <input type="checkbox"/> Upsize		Is this request required for a land use action? <input type="checkbox"/> Yes <input type="checkbox"/> No LU Number
	Domestic Services		
	New Services <ul style="list-style-type: none"> Size is based on Total Fixture Units from Water Meter Sizing Worksheet (Commercial or Mixed Use Form R3) GPM = gallons per minute 	Size <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation (gpm)	Size <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation (gpm)
	Existing Services	<input type="checkbox"/> Retain at current size <input type="checkbox"/> Upsize Qty Remove Qty	
Fire Lines	Fire line sizes are based on fire sprinkler system flow requirement. For backflow questions, call the District, 503-665-4179. Minimum backflow assembly requirements: 1. Double-check detector assembly installed on private property at property line. 2. Touch pad remote reader accessible in the right-of-way.		Fire Line Size (inches) _____ Flow requirements _____ gpm Pressure (residual) _____ psi No. of private hydrants on property _____
	For fire flow information:		
Public Fire Hydrants	Are you required to add fire hydrants in the public right-of-way?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
	Will you need to adjust, relocate, or remove public fire hydrants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many?
Do you need additional work? Please use additional sheet(s) of paper to describe your needs.			
ACCOUNT INFORMATION FOR UTILITY BILLING PURPOSES			
Name		Phone Number	
Address			
City, State, Zip			