

New Gas Service Installation Guidelines

We at Bay State Gas have helped thousands of homeowners like you convert to the clean comfort of natural gas.

We have developed the following guidelines to assist you in completing the attached Gas Service Installation form.

After accurately completing the form, you can be confident that your gas service installation will be installed in a timely fashion.

Please mail the completed form along with the signed contract to Bay State Gas in the enclosed envelope.

Please follow these guidelines for successful completion

- ✓ Please complete all information and draw a sketch on the enclosed blank form indicating the proposed location of the new gas service, any other underground utilities, septic system, and sprinkler system. We have also included a SAMPLE form for your reference. All information is required before your gas service can be scheduled for installation.
- ✓ When choosing the meter location and gas service route, please keep in mind the following:
 - ✓ The meter should be located within 10 feet of the front corner of your home.
 - ✓ We cannot cross a septic system.
 - ✓ We are able to cross underground electric and water services, but must have the locations identified.
 - ✓ Be sure you also identify your underground sprinkler system, if applicable.
 - ✓ There must be a three-foot clearance from the gas meter to any door or window openings, vents, electric meter, and any other sources of ignition. Greater clearances may be needed for some equipment. Check with your gas equipment installer for details.
 - ✓ Please review the enclosed "Natural Gas Meter Placement" information sheet and discuss the meter location with your gas equipment installer. This will reduce the likelihood of error and the additional cost you would incur to relocate the service after it has been installed.
- ✓ Meter and service sizes are determined by the BTU input information you provide. The BTU input of an appliance is usually found on an affixed plate located on the appliance. Your installation contractor should also be able to provide you with this information.

Thank you in advance for providing this information and your attention to detail. By doing so, you have taken an important step towards the successful installation of your new gas service.

If you have any questions regarding the completion of the form, please call your representative at **1-888-639-4270**.



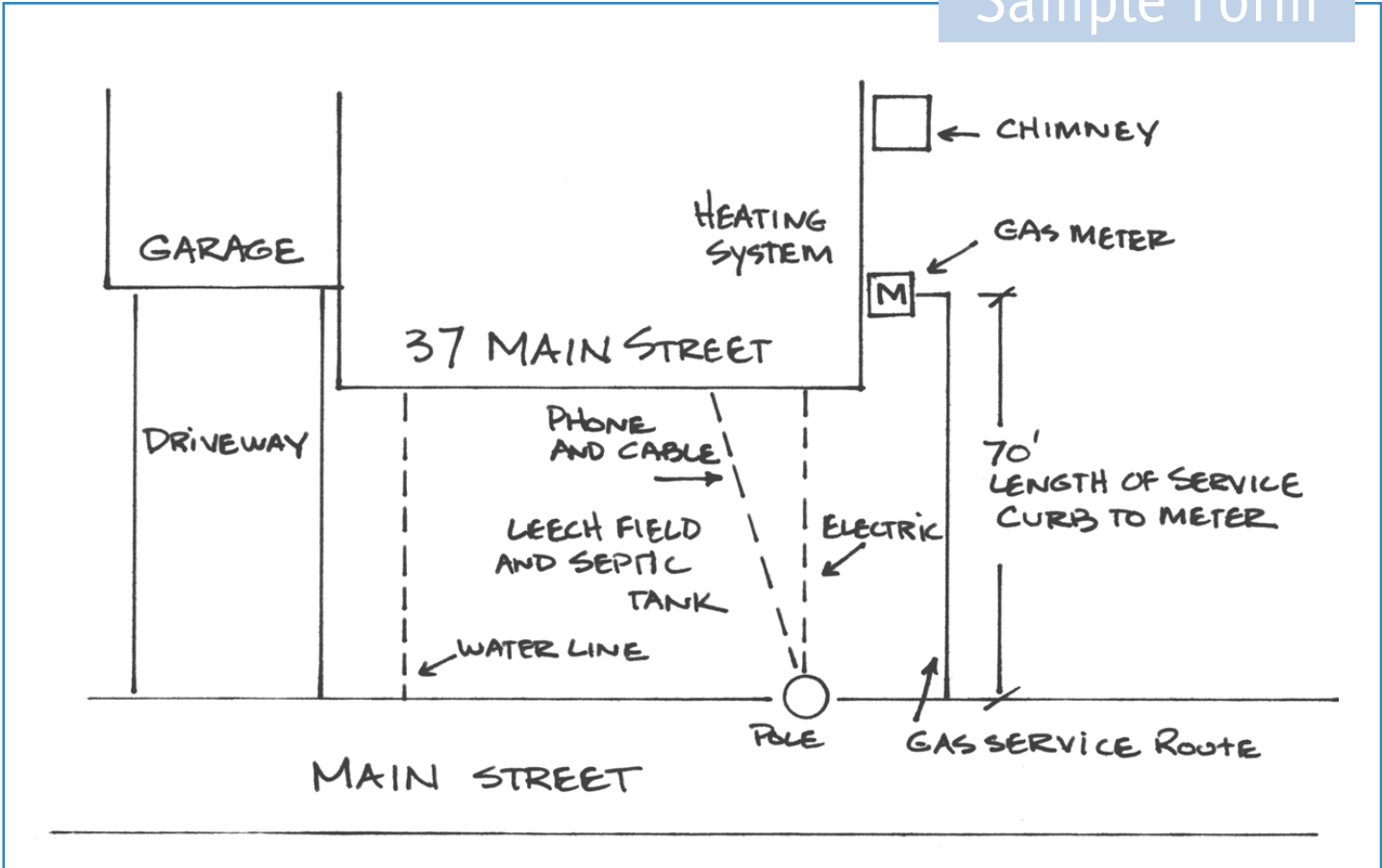
55 Marston St.
Lawrence, MA 01842
www.baystategas.com

Tel: 888-639-4270
Fax: 978-691-6480

New Gas Service Installation Form

FIF# _____

Sample Form



Please include in your drawing:

- House
- Street
- Gas Service
- Water/Well
- Sewer
- Septic
- Telephone
- Electric
- Cable
- Retaining Walls
- Underground Sprinkler
- Other

Comments _____

Sample Form

Name John Rodgers E-mail address JohnR@connect.com

Service Address 22 Main Street

City/Town Springfield State MA Zip 01128

Phone h. 413-227-9806 w. 413-238-2246 c. 823-781-9906

Length of service to meter 85' Square footage of house 2,200

Heating Contractor Forento & Sons HVAC Phone 413-995-2206

Gas Load Input (can be found on plate affixed to the appliance, or check with your contractor)
 Enter total number of appliances and total BTU input. (Necessary for proper meter and service size)

Equipment	# of units	Total BTU input
Heating	1	90,000
Water Heater	2	80,000
Range	1	50,000
Dryer	1	25,000

Equipment	# of units	Total BTU input
Pool Heater	1	250,000
Gas Fireplace	1	25,000
Generator	1	200,000
Other		

New Gas Service Installation Form

FIF# _____

Please include in your drawing:

- | | | |
|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> House | <input type="checkbox"/> Sewer | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Street | <input type="checkbox"/> Septic | <input type="checkbox"/> Underground Sprinkler |
| <input type="checkbox"/> Gas Service | <input type="checkbox"/> Telephone | <input type="checkbox"/> Other obstructions |
| <input type="checkbox"/> Water/Well | <input type="checkbox"/> Electric | |
| | <input type="checkbox"/> Cable | |

Comments _____

Name _____ E-mail address _____

Service Address _____

City/Town _____ State _____ Zip _____

Phone h. _____ w. _____ c. _____

Length of service to meter _____ Square footage of house _____

Heating Contractor _____ Phone _____

Gas Load Input (can be found on plate affixed to the appliance, or check with your contractor)
 Enter total number of appliances and total BTU input. *(Necessary for proper meter and service size)*

Equipment	# of units	Total BTU input
Heating		
Water Heater		
Range		
Dryer		

Equipment	# of units	Total BTU input
Pool Heater		
Gas Fireplace		
Generator		
Other		