

Schedule 74 Service Conversions

Individual service conversions from overhead to underground are not included in the main conversion project or in the project pricing. The conversion and the cost of the conversion is the responsibility of the individual customer. PSE will provide the City with a list of the services to be converted and copies of PSE's "Electric Service Handbook". The City may, at its option, elect to facilitate the conversions.

Responsibilities for labor and materials differ for residential versus non-residential services. These differences are explained in the "Electric Service Handbook".

The process is as follows:

- The City notifies the customer by letter, when the new underground system is energized and ready for service conversions. (Advance notice is recommended.) A copy of PSE's "Electric Service Handbook" should be included in this notification. The customer should be told that they have 90 days to convert their service in accordance with RCW 35.96.050. The City notification should direct the customer to call Jennifer Conroy, Customer Construction Representative, at PSE at 888-321-7779 Ex 7136 to initiate the work order.
- When the underground service is ready and has passed electrical inspection, the customer schedules the service conversion work by calling Kait Koenig at Potelco at 253-476-6108.

If the City is assuming responsibility for converting the service, then the City should call PSE to place the service conversion orders and provide PSE with a billing address. When each individual service is ready and has passed electrical inspection, the City should call PSE to schedule the conversion work. Schedule 85 conversion charges apply and will be billed to the entity placing the order.