



FIRELANDS ELECTRIC COOPERATIVE, INC.

103 INDUSTRIAL DRIVE

NEW LONDON, OH 44851-9112

OFFICE: 1-800-533-8658 | OFFICE FAX: 419-929-8550

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ELECTRIC SERVICE INSTALLATION PROCEDURES

COOPERATIVE MEMBERSHIP

Firelands Electric Cooperative is a member-owned electric utility, and anyone requesting service must have a valid membership. This can be done by calling, accessing our website at www.firelandsec.com, or visiting our office to make an application for service. After completing the membership application, a security deposit may be required.

Schedule an appointment to meet with a Firelands' representative at the building site:

1. Contact the operations department at Firelands Electric Cooperative at 1-800-533-8658.
2. Please have the following information available —
 - Address and location of new service
 - Type of service requested, temporary or permanent (200, 320, or 400 Amp)
 - Driveway entrance needs to be staked out
3. Perform site preparation to comply with Firelands Electric's new service procedures. Scheduling an appointment to meet a cooperative representative on site typically takes 5-10 business days.

SITE PREPARATION — NEW SERVICE PROCEDURES

1. Driveway entrance needs to be installed and accessible.
2. The house/structure must be staked out to the approximate location (minimum four corners).
3. Approximate square footage and type of house or building is necessary (stick, modular, mobile home, barn, or other).
4. Know approximate location of well or water system.
5. Approximate location of septic system including tank, leach field, and replacement area is necessary, which is determined by the local health agency.
6. The cooperative representative should have the temporary and/or the permanent services established with the member when leaving the site.
7. Members will be given a checklist for your new service installation and a cost estimate sheet showing all construction charges to be paid.

PROCEEDING WITH INSTALLATION OF ELECTRIC SERVICE

1. Establishing membership with Firelands Electric Cooperative, Inc.
2. The right-of-way easement form provided by the cooperative needs to be completed and returned.
3. All construction costs associated with your installation must be paid in advance before the job is scheduled.
4. If any tree removal or property grading is required, it must be completed prior to the installation of your electric service. Specifications will be provided during your appointment with the cooperative's representative.

Firelands Electric Cooperative will make every effort to install your service to exceed your expectations. We are a not-for-profit company dedicated to giving you the best service at the most reasonable cost, and we will work through any problems as quickly as possible to provide you with the service you deserve.