



A Touchstone Energy® Cooperative 

New Connect Check List

Residential or Commercial

Before a meter is set:

- ❑ All construction must meet the requirements set forth in the Holy Cross Energy [Member Service Facilities Metering and Use Guidebook](#).
- ❑ Unless the meter is to be installed in a previously inspected stack, a [load form](#) needs to be submitted to our Engineering Department. Either Fax the form to 970-947-5504 or scan it to HCEngineering@holycross.com
- ❑ Billing information will need to be provided to our Member Service Department. See below for the phone numbers, fax numbers and email address to contact our Member Service Departments.
- ❑ The meter socket must be inspected by state or city and stickered prior to the meter set. Please call our Member Service Department once the inspection is complete. See below for the appropriate phone number.
- ❑ On a multi-meter project, each meter socket must be permanently identified with a brass tag description.

Glenwood Springs Headquarters:
Phone: 970-945-5491
Fax: 970-947-5465
Email: membercare@holycross.com

Eagle/Vail District Office:
Phone: 970-949-5892
Fax: 970-949-4566
Email: membercare@holycross.com