

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	April 2008
Subject:	Utility Shutdown Notification Procedures	Procedure Number:	A -08

Purpose

To provide a procedure that allows for communication between the Department of Physical Plant and the Faculty, Staff and Students of Eastern Michigan University in regards to a utility shutdown. A Utility is defined as electrical power, water, steam, or natural gas.

Procedure

1. **SCHEDULED UTILITY SHUT DOWNS**

1.1. **General Practice**

In the event that the Physical Plant pre-determines the need to shut off a utility, (i.e. to facilitate major equipment installation/replacement/ or repair) that will affect a **partial area** of an occupied building, the following protocol will need to be followed:

- 1.1.1. Physical Plant Shop Foreman or Manager will contact the appropriate Zone Manager about the need for an outage. The appropriate Zone Manager will contact the Department Head, Dean, and/or Building Administrator to work out the best time to schedule the shutdown that will have the least impact on the building occupants and still provide Physical Plant with an acceptable date, time, and window to perform the work.

- 1.1.2. Physical Plant Foreman or Manager will confirm the availability of any vendor required to perform the work associated with the utility shutdown.
- 1.1.3. A minimum 72 hour written notification will be given to Department of Public Safety and the staff located in the area affected by the outage. Additionally, DPS will be called immediately prior to shutting down and immediately upon restoration of the utility.
- 1.1.4. The appropriate Shop Foreman and/or Project Manager will notify their appropriate Physical Plant Manager regarding the details of the shut down, indicating the exact time of the outage. The Physical Plant Manager will ensure that notification of the appropriate Building Administrator, and the Director of Custodial Services in writing has occurred. If the scheduled utility shut down affects an academic building, a copy of this notification will also be sent to the appropriate office of the Dean of the College.
- 1.2. The Shop Foreman and/or Project Manager will work with the appropriate Building Zone Manager to post appropriate signage in the areas affected by the shut down.
 - 1.2.1. Once the outage is completed, the Shop Foreman/Project Manager will inform their Physical Plant Manager and Zone Manager that the work is complete. The Zone Manager will advise the Building Administrator in writing that the required work is complete and the scheduled utility shut down is over, and the utility is restored to normal working condition.
 - 1.2.2. The Shop Foreman will inform the Building Zone Manager that notification signage should be removed.

1.3. **Entire building or multiple buildings**

In addition to the above procedures, if the Physical Plant pre-determines the need to shut off a utility that will affect an **entire building or multiple buildings**, the following additional protocol will need to be followed:

- 1.3.1. The appropriate Physical Plant Foreman/Manager will notify the Director of Facilities Maintenance, in writing, indicating the scheduled start time for the outage, the areas affected, and the duration of the event.
- 1.3.2. The Director of Facilities Maintenance will review the scope of the outage and will notify the following in writing if required:
 - 1.3.2.1.1. The Associate Vice President for Facilities
 - 1.3.2.1.2. The Building Administrator for the effected building(s)
 - 1.3.2.1.3. Department of Public Safety
 - 1.3.2.1.4. All Directors within the Physical Plant Department
- 1.4. Once the outage is completed, the Physical Plant Manager will inform the Director of Facilities Maintenance in writing that the required work is complete, the scheduled utility shut down is over, and the utility is restored to normal working condition.
- 1.5. The Director of Facilities Maintenance will inform the above (section 1.3.2) in writing once, the utility shut down is completed as needed.
- 1.6. For Electrical shut downs immediately prior to shutting down the power, the Department of Public Safety shall be called and notified that the action may cause loss of power alarms and/or loss of security cameras in the effected area.

2. **UNSCHEDULED UTILITY FAILURES (OUTAGE)**

In the event of an unscheduled utility failure, immediate action is required to determine the cause and estimated time to complete any corrective action needed to respond to the unanticipated event.

2.1. **General Practice**

- 2.1.1. The appropriate Shop Foreman shall immediately dispatch a Tradesperson to the area. The responding Tradesperson shall assess the situation and immediately communicate via cell phone to the Shop foreman or Physical Plant Manager the range and nature of the

outage and the estimated duration of time needed to restore the utility to normal operation. Upon determination of the cause, if corrective action is not immediately possible, the trade's person shall contact the shop foreperson via cell phone to report his finding and request additional support as needed. If the outage is caused by a contractor working on campus, the Shop Foreman and/or Physical Plant Manager shall inform the Project Manager for whom the contractor is assigned.

2.1.2. If the Shop Foreman or Physical Plant Manager determines that the outage is isolated and considered minor (i.e. tripped breaker, faucet overflow etc.), the Shop Foreman or Manager will direct designated Physical Plant clerical staff to inform the Building Zone Manager and Building Administrator of the nature of the problem and the estimated time of repair. A follow-up email to the Building Administrator is recommended.

2.1.3. If the Shop Foreman or Manager determines that the utility will require an extended period of time to repair (4 hours or more), or will disrupt classes, the Director of Facilities Maintenance will be advised and will direct the designated Physical Plant clerical staff to:

2.1.3.1. Inform the appropriate Building Administrator or Dean of the extent of the problem and the estimated time of repair verbally and via e-mail.

2.1.3.2. Contact the Associate Vice President for Facilities and all Physical Plant Directors.

2.1.3.3. Create "postings" to be given to the custodial staff to be placed in the areas affected by the utility failure indicating the time of posting, utility being affected and estimated repair time (if available).

2.1.3.4. Contact the appropriate Dean if the outage is affecting an Academic Building.

2.2. Entire building or multiple buildings

In addition to the above procedures, if the outage affects an **entire building or multiple buildings**, the following additional protocol will need to be followed:

- 2.2.1. The appropriate Shop Foreman or Physical Plant Manager shall immediately report to the area of the outage to the Director of Facility Maintenance via cell phone. The responding Trades person, Shop Foreman/Physical Plant Manager shall assess the situation and determine the nature of the outage and the estimated duration of time needed to restore the utility to normal operating, and immediately communicate this information via cell phone to the Director of Facilities Maintenance. If the outage is caused by a contractor working on campus, the Shop Foreman and/or Physical Plant Manager shall inform the Project Manager for whom the contractor is assigned.
- 2.2.2. The Director of Facilities Maintenance will review the scope of the outage and will notify the following via cell phone and/or e-mail as needed:
 - 2.2.2.1. The Associate Vice President for Facilities
 - 2.2.2.2. The Building Administrator for the effected building(s)
 - 2.2.2.3. Department of Public Safety
 - 2.2.2.4. EMU Today and the pipeline for My.Emich.edu

Once the utility operation is confirmed to be restored to normal operating condition, the Director of Facilities Maintenance will issue an e-mail statement to all above.

3. Heating Plant Notification

- 3.1. The appropriate Shop Foreman or Physical Plant Manager will assess the impact of any planned or unplanned outage on the Heating Plant and include the Heating Plant Foreman or Operator in planning and notifications relative to utility shutdowns.

- 3.1.1. Whenever a water main shutdown, planned or unplanned, is to occur, particularly on the West perimeter of campus, the Heating Plant must be contacted to assure that a continuous source of water is available to the plant. Loss of water will cause the plant to shutdown.
- 3.1.2. Whenever electrical switching is to occur, which will result in one or more buildings being shutdown, the Heating Plant must be informed and included in planning and notifications.
- 3.1.3. During Primary Electrical Switching, direct communication with the heating Plant is required via cell phone immediate prior to opening or closing a switch and immediately after the operation is completed.

Any costs associated with the utility shut down that are determined to be the result of a malfeasance of a contractor will be given to the appropriate Project Manager. The Project Manager shall pursue reimbursement for these costs from the contractor to the Physical Plant department.

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