

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Campus Communication	May 30, 2013	A-04

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.

Procedure

1. CAMPUS NOTIFICATION

- 1.1. Any event caused by or related to Physical Plant activities that affects or has the potential to affect a majority of the occupants of a building will follow Campus Communication Procedures.
- 1.2. Any event caused by or related to Physical Plant activities that affects or has the potential to affect the occupants of more than one campus building will follow Campus Communication Procedures.
- 1.3. If possible, campus notifications will be sent out at least two days prior to the event.
- 1.4. If the event is an unpredicted emergency, then campus notification will be sent out as soon as possible.
- 1.5. For all utility shut-downs including heating, cooling, electrical, water, gas, compressed air, and steam, refer to procedure A-08.

2. NOTIFICATION INITIATION

- 2.1. All Physical Plant personnel will notify his/her immediate supervisor/manager of any event or Physical Plant activity that would fall into section one of this procedure.
- 2.2. If a supervisor/foreperson is notified then the foreperson will notify his/her immediate manager.
- 2.3. The manager will notify his/her Director.
- 2.4. If the Director is unavailable, the manager will notify the Chief of Operations of Facilities.
- 2.5. If the event is going to take longer than indicated, then the manager will notify the appropriate Director or the Chief of Operations of Facilities explaining the change and confirming the new completion time and date.

3. NOTIFICATION

- 3.1. Once notified, the Manager of Facilities will be responsible for ensuring that the appropriate notifications are sent, and for projects, the Project Manager coordinates the shutdowns.
- 3.2. The following notifications methods may be used as appropriate:
 - 3.2.1. EMU Today
 - 3.2.2. The Physical Plant webpage
 - 3.2.3. E-mail
 - 3.2.4. Building Administrators
 - 3.2.5. Deans

4. NOTIFICATION CONTENT

- 4.1. The notification will contain the following:
 - 4.1.1. The nature of the event
 - 4.1.2. The event start date
 - 4.1.3. The expected length of duration for the event including the end date
 - 4.1.4. Contact information

5. NOTIFICATION UPDATES

5.1. If the event is going to take longer than the original campus notification indicated, then the appropriate Manager or the Project Manager will ensure that the notification is sent, explaining the change and confirming the new completion time and date.

Authorized by:

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