

EASTERN MICHIGAN UNIVERSITY™

PHYSICAL PLANT OPERATIONAL & MAINTENANCE ADMINISTRATIVE PROCEDURE

Section	Subject	Effective date	Procedure Number
Administration	Utility Shutdown Notification	May 30, 2013	A-08

Purpose

To provide a procedure that allows for communication between the Physical Plant Department 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, natural gas, compressed air, chilled water, or cooling.

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 Trades Foreperson 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 the Physical Plant with an acceptable date, time, and window to perform the work.
- 1.1.2. Physical Plant Foreperson or Manager will confirm the availability of any vendor required to perform the work associated with the utility shutdown.
- 1.1.3. The appropriate Physical Plant Manager shall provide a minimum 72 hour written notification to the 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 Trades Foreperson 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 be sent to the appropriate office of the Dean of the College.

- 1.2. The Trades Foreperson 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 Trades Foreperson/Project Manager will inform the 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 Trades Foreperson will inform the Building Zone Manager that notification signage should be removed.
- 1.3. Entire building or multiple buildings
 - 1.3.1. 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:
 - 1.3.2. The appropriate Physical Plant Foreperson/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.
 - 1.3.3. The Director of Facilities Maintenance will review the scope of the outage and the appropriate manager will notify the following in writing if required:
 - 1.3.3.1.1. The Chief of Operations for Facilities.
 - 1.3.3.1.2. The Building Administrator for the affected building(s).
 - 1.3.3.1.3. Department of Public Safety
 - 1.3.3.1.4. All Directors within the Physical Plant Department.
 - 1.3.3.1.5. EMU Today-University Communications/Public Relations
- 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 appropriate manager 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 affected area(s).

- 1.7. For Seasonal heating and cooling startup and shutdown, in addition to the above procedure, the Physical Plant will notify the campus community via email.

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 Trades Foreperson shall immediately dispatch a tradesperson to the area. The responding tradesperson shall assess the situation and immediately communicate via cell phone to the trades foreperson 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 tradesperson shall contact the trades foreperson via cell phone to report his/her finding and request additional support as needed.
- 2.1.2. If the outage is caused by a contractor working on campus, the trades foreperson and/or Physical Plant Manager shall inform the Project Manager for whom the contractor is assigned.
- 2.1.3. If the Trades Foreperson or Physical Plant Manager determines that the outage is isolated and considered minor (i.e. tripped breaker, faucet overflow, etc.), the Trades Foreperson 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 will be sent to the Building Administrator.
- 2.1.4. If the Trades Foreperson 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 contact the Chief of Operations and direct the appropriate Physical Plant Manager to:
 - 2.1.4.1. Inform the appropriate Building Administrator or Dean of the extent of the problem and the estimated time of repair verbally and via e-mail.
 - 2.1.4.2. Contact all Physical Plant Managers.
 - 2.1.4.3. 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).

2.2. Entire building or multiple buildings

- 2.2.1. In addition to the above procedures, if the outage affects an **entire building or multiple buildings**, the following additional protocol will need to be as follows:
- 2.2.2. The appropriate Trades Foreperson or Physical Plant Manager shall immediately report the area of the outage to the Director of Facilities Maintenance via cell phone. The responding tradesperson, Trades Foreperson/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 operation 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 Trades foreperson and/or Physical Plant Manager shall inform the Project Manager for whom the contractor is assigned.

2.2.3. The Director of Facilities Maintenance and appropriate manager will review the scope of the outage and the manager will notify the following via cell phone and/or e-mail as needed:

2.2.3.1. The Chief of Operations for Facilities

2.2.3.2. The Building Administrator for the effected building(s)

2.2.3.3. Department of Public Safety

2.2.3.4. Department of Communication

2.2.3.5. EMU Today and the pipeline for My.Emich.edu

Once the utility operation is restored to normal operating condition, the appropriate Physical Plant Manager will issue an e-mail statement to all above.

3. Heating Plant Notification

3.1. The appropriate Trades Foreperson or Physical Plant Manager will assess the impact of any planned or unplanned outage on the Heating Plant and include the Heating Plant Foreperson 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 included in the planning and notifications.

3.1.3. During Primary Electrical Switching, direct communication with the Heating Plant is required immediately 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.

Authorized by:

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