

01000S04-Utility Outages for Renovation and Construction Projects

PURPOSE:

This policy and procedure is established to provide guidelines and assign responsibility for arranging and executing major utility outages required for construction projects and minimize the number of outages and length of disruption of utility services. The utility systems involved include, but are not limited to, electrical power, water, sewer, medical gases (air, vacuum, oxygen, nitrous oxide), fire protection (fire alarm/sprinkler), HVAC (fans, heating, cooling, fume hoods), control air, tube transport, and TV systems.

RESPONSIBILITY:

All outages for construction projects must be cleared with Medical Center Physical Plant in advance of the work which requires an outage. Capital Construction Management Division will ensure that the contractor adheres to the approved schedule. The appropriate University Project Manager is responsible for scheduling and coordinating any outages.

POLICY:

Any contractor desiring an outage will complete the Utility Outage Form and send it to the appropriate University Project Manager. The appropriate University Project Manager will schedule and coordinate the outage. The appropriate manager will ensure that the modifications to the affected utility area are acceptable. When satisfied that the utility system has been restored to normal service, the appropriate University Project Manager will notify the appropriate people that the system is back in service.

PROCEDURE:

1. Contractor will contact the appropriate manager to request an outage and receive the appropriate paperwork.
2. Contractor will verify need and forward the form to the appropriate University Project Manager. Minor outages require three working days advance notice. Major outages require a two week minimum notice. Giving such notice does not guarantee the outage on the date requested.
- 2.5 The appropriate University Project Manager will ensure that a force account exists to fund costs incurred with the outage.
3. The appropriate University Project Manager will assign a person the responsibility to research and record all the pertinent information necessary to schedule the outage. PPD employees, departments, operations, etc. will be notified by appropriate University Project Manager or his designate about the pending outage.
4. The appropriate University Project Manager will document the work necessary to schedule, noting any difficulties that cannot be solved.
5. The appropriate University Project Manager will schedule outage with and notify contractor. If outage cannot be scheduled, notify appropriate parties.
6. The appropriate University Project Manager will make all notifications to affected personnel and will alert the proper staff so necessary action can begin to provide special needs to affected areas.
7. When work has been completed, the appropriate University Project Manager, or his designate, will notify affected personnel that the system is back in service.