Facilities Management Procedure
Weber State University
Procedure Number: OP12
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Standard Operating Procedures for Electrical Operations

Description:

This document provides the general procedure for Facilities Management to follow when performing regular maintenance or emergency duties as they pertain to electrical operations.

References:

FM Policy 601 Emergency Response
PPM 5-25b Requisition Preparation and Processing

Definitions:

First Responder: Designated technician from Facilities Management required immediately on site to assess secure and assess emergency situations on campus.

Power Outage: Complete loss of power to University areas.

Responsible Party:

Facilities Management Electrical Superintendent

Procedure:

Facilities Management (FM) will maintain sustainable practices for electrical operations. These procedures outline basic courses of action to be taken when the following situations occur:
A. Power Outage

1. The Heat Plant Operator will notify the Electrical Superintendent or Lead Electrician if Superintendent is unavailable, of the extent of the outage.
2. After hours outages may require the use of the ‘Utilities Outage Call List’ available on the Facilities Management share drive or in a regularly updated form posted in the Heat Plant and Electrical offices.
3. If the outage is localized to a specific building, First Responder will assess cause of the outage.
4. The First Responder will notify the Associate Vice President for Facilities and Campus Planning and the Director of Plant Operations. They will report if FM Electrical is capable of performing repairs or if the situation requires a contractor.
5. In-house repairs will be performed immediately.
6. If the situation is not within the abilities of FM electricians, a state contractor will be notified and will perform the work (a list will be supplied and updated regularly)
7. All contractor work must be procured through the Purchasing Department according to University policy. A requisition will be made prior the commencement of contracted work, unless the Associate Vice President for Facilities and Campus Planning and Director of FM Plant Operations deem the situation as a health, life and safety emergency.
8. The First Responder, FM electricians, and Heat Plant Operator will monitor the situation until stable.
9. A work order will be submitted for the outage event.

B. Power Shut Off for Emergencies

Emergency situations may require mandatory shut off of power for University areas to ensure the safety of persons on campus.

1. If a campus emergency occurs (flood, wind etc.) the Electrical Superintendent will authorize the power to a building or area to be shut off.
2. First Responders will examine the situation once power has been shut off.
3. Once the situation is assessed and deemed safe to reinstate power to the University area, power will be restored as soon as possible.
4. This procedure does not replace the emergency procedure outlined in FM Policy 601.

C. Transformer Maintenance

1. Transformers are expected to be used to their fullest capacity and lifetime. They will be replaced or repaired as necessary upon evaluation by the Electrical Superintendent or designee.
2. The Electrical Superintendent will determine if a replacement, repair or upgrade performed by FM electricians is feasible.
3. If a transformer must be replaced, the FM Electrical Superintendent will notify the Director of Plant Operations and proceed through the appropriate purchasing channels using a contractor.
4. An appropriate work request will be created for assessments and in house work performed.