Non-Emergency Building Shutdown Procedure

Description:
This document is an outline for Facilities Management to follow when performing non-emergency, planned University space or utility shutdowns.

Definitions:
- Computerized maintenance management system (CMMS): Database that Facilities Management uses as a work management system.
- Initiating Shop: The Facilities Management shop that initially requires a non-emergency shutdown of a University space or utility for maintenance.
- Non-emergency Shutdown: Shutdown of a University space or utility which is planned for maintenance.

Responsible Party:
Facilities Management Director of Operations or designee

Procedure:
Facilities Management shops will appropriately propose, schedule, coordinate and execute non-emergency shutdowns with the involvement of the affected campus personnel.
Management personnel are responsible for adhering to the following process when performing a non-emergency shutdown of a building:

A. Proposal
   1. The Initiating Shop will create a work request for shut down with the nature of the shut-down event. A phase is required for each shop involved.
   2. The initiating shop will contact the building manager (e.g. College Dean, Building Supervisor etc.) of the University area requiring non-emergency shutdown to coordinate dates and impacts of the work.

B. Scheduling
   1. The Initiating shop will ensure the date and time of the shutdown are included on the work request.
   2. Any equipment/personnel coordination with other shops is the responsibility of the Initiating Shop.
   3. The FM Business Office customer Service Representative will send an email with the date and time of the shutdown and work request number to the building coordinator and other persons in administrative positions in the building (i.e. secretaries, department heads etc.).

Any communication (email, phone calls etc.) concerning the work must be noted on the appropriate shop phase.

C. Coordination with other FM Shops
   1. The leading or Initiating Shop will review the work request with the following details:
      
      Date of shut down  
      Time of shut down and restoration  
      Description of the work  
      Scope of the work  

   2. The initiating shop will develop a work plan for the job with the other shops involved. Ensure that shops involved have not declined their work request phase(s).

D. Execution
   1. FM shops will execute the work plan.
   3. All shops involved with a building shutdown will account for time and materials in the appropriate shop phase.
   4. The initiating shop will notify the FM Business Office when there are updates in the work, and when the work is completed.