



Facilities Planning Policy & Procedure #18

TITLE: PLANNED UTILITY SHUTDOWNS

OBJECTIVE AND PURPOSE: To set forth a complete, consistent process for notification and implementation of planned campus wide and individual building utility shutdowns. (The following information is not intended to provide step by step instructions for each shutdown, but only to provide general guidance for those involved in the shutdowns.)

RESPONSIBILITY: ACTION - NOTIFICATION

PROJECT COORDINATOR OR PHYSICAL PLANT REPRESENTATIVE

- ◆ In consultation with Director of Facilities Planning and Facilities Planning Engineering section, schedule a Logistics meeting, as early as three (3) weeks and no later than ten (10) calendar days prior to, proposed shutdown. At the meeting, nature of shutdown and proposed date and time of shutdown will be discussed. For a campus wide shutdown, the Associate Vice President will chair the meeting. For individual building shutdowns, the Facilities Director or a Facilities representative will chair the meeting.

ASSOCIATE VICE PRESIDENT OR DIRECTOR OF FACILITIES

- ◆ The Associate Vice President shall invite representatives from the following areas for a campus wide shutdowns: Campus Vice Presidents Office; Director of Physical Plant, Housing, EH & S, IRM, Facilities Planning Engineering section; FPL; University Police; City of Boca Raton Fire Department.
- ◆ For individual building shutdowns, the Director of Facilities shall select the invitees from the following, depending on the nature of the shutdown: Directors of Physical Plant, Housing, EH & S, IRM and Facilities Planning Engineering section; FPL; University Police; City of Boca Raton Fire Department; and Construction Managers. The Facilities Planning Coordinator shall represent any affected user groups.
- ◆ If, at the meeting, a general consensus is reached that it is an appropriate shutdown, then the Associate Vice President shall notify Executive Committee of proposed campus wide shutdown via email. If it is any type of a shutdown other than campus wide the Director of Facilities shall notify the Executive Committee of the shutdown via email.
- ◆ In either case, allow three (3) days for the Executive Committee to send any concerns or objections. If none received or all can be satisfactorily addressed, a notification of shut down to be sent campus wide notification via the Associate Vice President. One week prior to shutdown, the Associate Vice President to send campus wide reminder notification.

Issued By: DIVISION	Date Issued: 8/2002	Date Revised:4/2003	Effective Date: 8/2002
APPROVED:	Vice President	Associate V.P.	Director

ACTION – ANNUAL ELECTRIC SHUTDOWNS FOR MAINTENANCE

PHYSICAL PLANT DIRECTOR

- ◆ Select dates for Annual Maintenance Electric Shutdowns from the three (3) available dates indicated below. Submit dates and times to the Associate Vice President, University Architect's Office.
 - 1) Friday after Thanksgiving
 - 2) 2nd Saturday after May Commencement
 - 3) 2nd Sunday after August Commencement

ACTION – IMPLEMENTATION: CAMPUS WIDE ELECTRIC

PHYSICAL PLANT REPRESENTATIVE

- ◆ Forty eight (48) hours prior to shutdown, post out of service signs on elevators indicating time and duration.
- ◆ **Verify that emergency generators are operational.**
- ◆ **Notify fire alarm service personnel to be present to silence alarms set off by shutdown.**
- ◆ One (1) hour before shutdown, meet in Building 5 with FPL and an FPL approved high voltage contractor to coordinate shutdown. Establish communications method for shutdown.

FPL REPRESENTATIVE

- ◆ At predetermined time of shutdown, shut off power to both alternate and preferred feeders at Atlantic substation.

PHYSICAL PLANT REPRESENTATIVE

- ◆ Confirm that power to campus has been shut down, via communication method previously determined.
- ◆ After confirmation, shut down power on campus side of feeders.
- ◆ Verify that all emergency generation is operational and taking load.

HIGH VOLTAGE CONTRACTOR

- ◆ Confirm that power has been shut down to affected feeders.
- ◆ After confirmation, ground feeders, tag and lockout and proceed with work.
- ◆ Upon completion of work, and not later than predetermined energizing time, remove grounding from feeders and notify Physical Plant to connect feeders on University side.

PHYSICAL PLANT REPRESENTATIVE

- ◆ Determine that FPL has not energized their side of substation.
- ◆ Connect power to campus side of feeders
- ◆ Verify that all conditions are safe to energize feeders
- ◆ Set up a meeting in Building 5 with FPL and high voltage contractor to verify that the system is safe to energize.

FPL REPRESENTATIVE

- ◆ Once agreement is reached, go to Substation and connect power to main feeders.

PHYSICAL PLANT REPRESENTATIVE

- ◆ After energizing system, verify following:
 - ✓ Campus is powered (Note that power should be shut down to main campus only when main switchgear at Building 5 is subject of shutdown)
 - ✓ Emergency generation powered down
 - ✓ Fire alarm and related systems operational
 - ✓ Elevators operational
- ◆ Remove any temporary signage posted for outage.

ACTION – IMPLEMENTATION: INDIVIDUAL BUILDING ELECTRIC

PHYSICAL PLANT REPRESENTATIVE

- ◆ Forty eight (48) hours prior to shutdown, post out of service signs on elevators indicating time and duration
- ◆ **Verify that emergency generators are operational.**
- ◆ **Notify fire alarm service personnel to be present to silence alarms set off by shutdown.**
- ◆ One hour before shutdown, meet in Building 5 with the FPL approved high voltage contractor to coordinate shutdown. Establish communications methods to be used during shutdown.

FPL REPRESENTATIVE

- ◆ At predetermined time of shutdown, shut off power to building feeders scheduled for maintenance.

PHYSICAL PLANT REPRESENTATIVE

- ◆ Confirm that power to buildings scheduled for maintenance has been shut down, via communication method previously determined.
- ◆ Verify that all emergency generation is operational and taking load.

HIGH VOLTAGE CONTRACTOR

- ◆ Confirm that power has been shut down to affected feeders.
- ◆ After confirmation, ground feeders, tag and lockout and proceed with work.
- ◆ Upon completion of work, and not later than predetermined energizing time, remove grounding from feeders and notify Physical Plant to connect feeders.
- ◆ Verify that all conditions are safe to energize feeders.

PHYSICAL PLANT REPRESENTATIVE

- ◆ Set up a meeting in Building 5 with high voltage contractor to verify that the system is safe to energize.

FPL REPRESENTATIVE

- ◆ Once agreement is reached, energize feeders.

PHYSICAL PLANT REPRESENTATIVE

- ◆ After energizing system, verify following:
 - ✓ Campus is powered (Note that power should be shut down to main campus only when main switchgear at Building 5 is subject of shutdown)
 - ✓ Emergency generation powered down
 - ✓ Fire alarm and related systems operational
 - ✓ Elevators operational
- ◆ Remove any temporary signage posted for outage.

ACTION – DOMESTIC WATER, CHILLED WATER, HOT WATER, RECLAIMED WATER

ASSISTANT PHYSICAL PLANT DIRECTOR

- ◆ Schedule logistics meeting.
- ◆ Forty eight (48) hours before shutdown post signage as needed.
- ◆ Shut off all water heaters served by loop being shut down.
- ◆ Shut off appropriate valves to isolate affected piping.
- ◆ Shut off all gas appliances and pilot lights affected by loop being shut down.
- ◆ One hour before shutdown, meet in Building 5 with contractor to coordinate shutdown.

- CONTRACTOR**
- ◆ Drain down affected piping and proceed with work.
 - ◆ Upon completion of work, notify Physical Plant that system can be refilled.

- PHYSICAL PLANT REPRESENTATIVE**
- ◆ After verifying conditions are safe for refilling, open the valves and refill.
 - ◆ Check for leakage and that system has been pressurized and is functioning.
 - ◆ Return water heaters, previously shutdown, to operation.

ACTION – GAS

- ASSISTANT PHYSICAL PLANT DIRECTOR**
- ◆ Schedule logistics meeting.
 - ◆ Forty eight (48) hours before shutdown post signage as needed.
 - ◆ Shut off all gas appliances and pilot lights affected by loop being shut down.
 - ◆ One hour before shutdown, meet in Building 5 with contractor to coordinate shutdown.

- FLORIDA PUBLIC UTILITIES**
- ◆ Shut off appropriate valves to isolate affected piping.

- CONTRACTOR**
- ◆ Verify that line is shut down, remaining gas is bled off, and proceed with work. Upon completion of work, notify Physical Plant that system may be returned to operation.

- PHYSICAL PLANT REPRESENTATIVE**
- ◆ Upon notification from contractor, verify that it is safe to return the system to operation.
 - ◆ Meet with Florida Public Utilities for agreement that system is safe to return to operation.

- FLORIDA PUBLIC UTILITIES**
- ◆ Once agreement is reached, open the appropriate valves.

- FLORIDA PUBLIC UTILITIES & PHYSICAL PLANT REPRESENTATIVE**
- ◆ After system is operational, verify that there are no leaks.

- PHYSICAL PLANT REPRESENTATIVE**
- ◆ Relight all pilot lights previously shut off and verify that all gas appliances served by affected loop are functional.