UNIVERSITY FACILITIES

Planned Outage Notification

University Facilities (UF)
Internal Procedure: 01.C.03.01
Effective Date: September 2008
Last Modified Date: August 2009
Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for notification of campus when planned work will impact them.

Special Note: Planned outages should be scheduled a minimum of 72 hours in advance of the outage event.

Purpose

Planned outages should be scheduled to avoid a reduction in service or interruption of a facility's function. Reductions in service and interruption of function include, but are not limited to: power outages, loss of steam, shutting down HVAC systems, loss of water or use of sewage, removing elevator from service, road closure, and loss of parking. Significant reductions in service or interruptions of function will normally be scheduled at times other than normal work hours (evenings or early morning, weekends, holidays, or other times when the facility is vacant) to minimize the impact of the outage.

Procedure

1. Reduction or interruption of routine services or function should be identified.
2. Determine whether outage can be planned. If outage is planned, skip to #5.
3. In the event of an emergency, outage details should be communicated to Facilities Outage Coordinator (FOC) in the quickest possible method. FOC prepares form and distributes to all affected persons, Chief Facilities Officer, and appropriate Director. Once notifications are made, skip to #12.

4. If outage is planned, requestor reviews University Master Calendar http://www.clemson.edu/calendar/main.php?view=month to determine date of minimal impact.

5. Requestor contacts Building Security Coordinator verbally to determine if there is a scheduling conflict within building.

6. Requestor determines extent of notification necessary and whether Administrative Council notification form is required. If Administrative Council notification is not necessary, skip to #8.

7. If outage requires Administrative Council notification, complete Administrative Council Notification Form and e-mail to appropriate Director for approval. Director will then forward to Chief Facilities Officer for submission to Administrative Council.

8. Requestor prepares Outage Notification Form on-line. Form should include description of outage and scope of work, start/stop dates and times, service/functions to be interrupted, worst-case statement detailing impact if interruption does NOT occur or work is not completed as scheduled, and contact information (e-mail/phone) to be listed on notification.

9. Requestor saves form as: Building Name.Outage Type.Outage Date (i.e. Jordan Hall.Steam Outage.08.08.09) and forwards form to appropriate Director for approval.

10. Director reviews, signs electronically, and saves form in H:\Share\Planned Outages folder. Director then Forwards the Outage Notification Form to the FOC by Clicking on the "Submit to Facilities Outages" button on the Form.

11. FOC e-mails outage information to appropriate campus contacts and enters outage information on the Campus Events Calendar.

12. FOC ensures notification is filed electronically on H:\Share\Planned Outages.

UNIVERSITY FACILITIES

PLANNED/UNPLANNED OUTAGE NOTIFICATION PROCESS

Reduction or interruption of routine services or functions is identified

Requestor (person planning outage) reviews University Master Calendar to determine date of minimal impact

Requestor contacts Building Security Coordinator to determine if there is a scheduling conflict within building

Is outage planned?

YES

NO

Outage Details are communicated to Outage Coordinator (quickest possible method)

Area Outage Coordinator Prepares Outage Notification form

Outage Notification form sent to all affected persons, CFO, Area Director

Requestor determines extent of notification necessary and whether Administrative Council notification form is required

YES

Complete form and e-mail to Bob Wells

NO

Requestor prepares Outage Notification Form
Form includes:
- Description of outage and scope of work
- Start/Stop dates (include day of week, date, and time)
- Service/functions to be interrupted
- Worst-case statement detailing impact if interruption does NOT occur
- Contact information (email/phone) to be listed on notification

E-mail to appropriate Director/designee for approval

Notification filed on H:\Share\ Outage_Notifications

Outage Coordinator- emails outage information to appropriate contacts

Forward Approved Notification form to the Facilities Outage Coordinator