

INSULATION SHOP
JURISDICTION

Effective date: 04/86
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Review date :

Policy:

Ensure that personnel assigned to the insulation shop know and understand the requirements, and jurisdiction limits of the shop and understand job responsibility for quality production.

Procedure:

- I. Apply, replace and maintain insulation:
 - A. Apply and maintain insulation materials on piping, pipe fittings, duct work, duct fittings, and other equipment when authorized by a work request.
 - B. Troubleshoot leaking pipes within the insulation.
 - C. Remove and replace defective insulation. CAUTION - Do not remove any asbestos insulation. When in doubt contact the supervisor before proceeding.
 - D. Replace defective insulation or insulation that appears to have lost its insulation ability.
 - E. Replace lay in ceiling tile that is removed to gain access to work areas.
- II. Install color coded markings on insulated piping:
 - A. Install color coded markings on insulated piping when the replacement of insulation removes the markings.
 - B. Install color coded markings on insulated piping when it is found missing.
 - C. Replace lay in ceiling tile that has been removed to gain access when installing color coded markings.
- III. Coordinate insulation activities with other shops:
 - A. Before removing insulation caused by an apparent leak, coordinate with the supervisor who has responsibility to correct the problem.
 - B. Coordinate with the responsible supervisor to insure that the work has been completed before installing insulation on pipes, in wall, etc.
 - C. Contact the responsible shop to replace defective ceiling tile.
- IV. Supervisor shall plan, schedule and coordinate work.
 - A. Some work is a result of a repair and should be done with expediency and will not show up as a work order.
 - B. Plan and schedule work on a daily basis.
 - C. Prioritize similar level work requests performing oldest request first.
 - D. Adhere to work schedule except for valid emergencies.

- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

V. Perform cleaning functions:

- A. Maintain shop and equipment in an orderly manner.
- B. Keep tools clean and functional at all times.
- C. Clean work area after all maintenance actions, and before leaving the work area.