

**UTILITY INTERRUPTION
OPERATION**

Effective date: 12/85

Revision date : 08/12

Review date :

Policy:

Deliver utilities to the facility and ensure that any known interruption is scheduled and coordinated with Hospital Administration prior to the required interruption.

Prevailing Codes and Standards:

TJC EC .02.05.01

Location:

Utilities included are electricity, heating, air conditioning, hot & cold water, laundry chutes, natural gas, steam, medical vacuum, gases, and elevators.

Procedure:

I. PLANNED INTERRUPTIONS

A. Request procedure

1. Requesting Supervisor shall prepare a Utilities Interruption form defining the utility and area to be interrupted, and recommended schedule.
2. Submit completed form to the following for review and initials:
 - a) Facility Assistant Maintenance Manager B
 - b) Assistant Director of Physical Plant
 - c) Associate Director of Physical Plant
 - d) Facility Maintenance Manager B
3. Submit the completed Utilities Interruption Form to the Physical Plant Director or designated representative for his approval and initials.
4. Physical Plant Director will forward completed form to the Safety Director who will:
 - a) Obtain Hospital Administration approval and notify affected departments of related outages.
 - b) Confirm and notify affected departments of nonhospital(Medical School, clinics)related outages.
5. The Safety Director will notify Physical Plant of confirmed outages.

B. Notification procedure:

1. For Hospital related outages, Hospital Administration through the Safety Director will notify the affected personnel.
2. For non-Hospital related outages, the Safety Director will notify the affected personnel and the Physical Plant.
3. Safety Director signature on original request Form and notification shall be considered approval to proceed with the outage.

II. **SHORT NOTICE INTERRUPTIONS** - are required by an emergency condition that exists which could jeopardize life and/or equipment.

- A. The requesting Supervisor shall notify the Assistant Director of Physical Plant/Facility Planning or a Facility Maintenance Manager immediately, providing as much information as possible to assist Hospital Administration with an orderly notification of the interruption.
- B. The requesting Supervisor shall maintain close communication with Maintenance Control and relay any changes in status. Maintenance Control will relay this information to Assistant Director of Physical Plant/Facility Planning or a Facility Maintenance Manager.
- C. Assistant Director of Physical Plant/Facility Planning or Facility Maintenance Manager will notify Hospital Administration and the Safety Officer of the current conditions and when services are restored.

III. **EMERGENCY INTERRUPTIONS** - are a result of equipment failures, and natural occurring disasters which are beyond the control of Medical Center personnel.

- A. A responsible supervisor will have the option to declare that a man is to be posted in or near the file rooms, 2nd floor Physical Plant building, with an open radio. This person will announce their name and state that they are prepared to read the blueprints and answer specific questions about the utility systems. Assistance from engineering will probably be required with locating plans. This person will notify Engineering that assistance is probable and to remain on stand-by. This person will remain at the assigned post until relieved.
- B. During normal working hours
 - 1. Contact the Assistant Director of Physical Plant or a Facility Maintenance Manager immediately, identify the emergency, what was done, and request assistance as needed.
 - 2. The Assistant Director of Physical Plant or Facility Assistant Maintenance Manager or designated representative shall notify the Safety Officer who will notify Hospital.

C. Interruptions after normal working hours

1. Contact the Physical Plant on-call person immediately per call-out procedure.
2. Identify the emergency and request assistance as needed.
3. Notify the Nursing House Supervisor at 55150 and call the operator and report the emergency.

IV. After the outage has been completed, the Physical Plant Supervisor (after hours) or the Facility Maintenance Manager (during normal working hours) will be responsible for filling out an Outage Critique Form for all outages and turn in to the Director of Physical Plant within 24 hours or next working day. Unscheduled outages will be reported to the Campus Safety Committee. Hospital Administration and/or the Dean of the Medical School and/or Dean of Allied Health will be informed of the emergency condition that exists, the utility and areas affected, and the estimated duration.

PHYSICAL PLANT DEPARTMENT

Date: _____

To : _____

From: _____

Re : Interruption of _____ utility.

It has become necessary to interrupt the above service(s) to the following areas/rooms:

Reason for this interruption:

If times are unacceptable, please change below:

	RECOMMENDATION	CHANGES
Date of interruption.....:	_____	_____
Start time of interruption:	_____	_____
Stop time of interruption :	_____	_____
Total hours requested.....:	_____	_____

Review Initials

1. Asst. Maintenance Manager 2.....: _____
2. Asst. Director of Physical Plant: _____
3. Assoc. Director of Physical Plant: _____
4. Utilities Plant Superintendent.....: _____
5. Director of Physical Plant.....: _____

Approval, Safety Director(campus outages)_____

Hospital Administrator(Hospital only)_____

OUTAGE CRITIQUE

NAME: _____ Date: _____

Utility Involved: _____

Date of Outage: _____

Time of Outage: BEGIN: _____ END: _____

Duration of Outage: _____

Scheduled: _____ Unscheduled: _____

AREAS/ROOMS AFFECTED BY OUTAGE:

CAUSE OF OUTAGE:

CORRECTIVE ACTION (action taken where appropriate to prevent a recurrence of this type):

COMMENTS:
