**Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project/Building Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form Originator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CMU Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Utility shutdown date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applies to: - Staff - Architects/Engineers**  **- Contractors**

**Utilities: Electric Gas Steam HVAC Fire Alarm Fire Suppression Water**

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| **Purpose:** | The utility shutdown plan is required during construction and maintenance of CMU Utilities. This plan is an effort to provide for safe and reliable utility shutdown and restart. This plan shall be submitted a minimum of two (2) weeks prior to utility shutdown to ensure approvals and coordination. |
| **CMU PM:** | CMU Project Manager shall submit FM work order to supporting shop(s).  FM supporting shop(s) include Electric Shop, Maintenance Mechanics, HVAC, Fire Alarm Tech, as necessary.  With work order, FM supporting shop(s) shall assist Utility Shutdown Contractor during commencement of utility shutdown to verify intended condition of effected system(s).  At conclusion of shutdown, FM supporting shop(s) shall verify proper operation of fire alarms, fire suppression and HVAC. |
| **Definitions:** | **Utilities** - Any utility going into a building i.e., electricity, steam, chilled water, potable water, natural gas, fire suppression, fire alarm, etc.  **Task Sequence #** - Indicate each step sequence of the utility shutdown. (TS#)  **Detailed Description** - Provide an explanation of the discrete task.  **Est. Time Start** - Provide estimated time when task sequence will begin.  **Est. Time End** - Provide an estimated time when task sequence will be completed.  **Act**. **Time Start** – record actual start time of task.  **Act**. **Time End** – record actual end time of task.  **Responsible Party** – Indicate who is responsible for the task.  **Required Personal Protective Equipment (PPE)** –  List protective equipment required to perform task.  Example: EP - Eye Protection  ST – Steel toe foot protection  HH – Hardhat  LG – Leather gloves  **Utility Shutdown Duration** – Length of time the utility will be shutdown.  **UEP** – University Engineering and Planning |
| **Procedure:** | **Scope of Work**  Provide detailed description of the work activities.  **Buildings Effected by this Effort**  Determine all buildings affected by the utility shutdown and list them along with ‘from-to’ time period. Determine if building is equipped with a generator.  **Detailed description**  Provide a detailed description of each task required in the course of the utility shutdown. Include lockout-tag out procedures. During actual event, record actual times of the listed tasks  **Pre-Shutdown Preparedness Plan**  Describe materials, tools, equipment, manpower, etc., required to make ready for the utility shutdown.  **Post Shutdown Verification Plan**  Describe the plan to verify the utility is reliable prior to restoring service.  **Contingency Plan**  Describe alternate plan to restore utility should formal plan breakdown.  **Approvals**  CMU personnel responsible for utility shutdown to arrange for appropriate approvals.  **Return completed form to CMU PM at end of Utility Shutdown** |

**(expand as necessary)**

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| **Scope of work:** |  |

**Buildings Effected By This Effort**

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| **Buildings** | **From:** | **To:** | **Does this building have backup Generator?** |
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| **ts #** | **detailed description** | **est. time**  **start** | **est time**  **end** | **resp.**  **party** | **req.**  **ppe** | **act. time**  **start** | **act.**  **time**  **end** |
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**total utility shutdown duration: \_\_\_\_\_\_\_\_\_\_**

| **pre-shutdown preparedness plan:** |
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| **post shutdown verification plan:** |
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| **contingency plan:** |
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| **approvals** | **signature** | **date** |
| **originator of shutdown plan** |  |  |
| **cmu project manager** |  |  |
| **Electrical supervisor** |  |  |
| **Maintenance Mech Supervisor** |  |  |
| **HVAC Supervisor** |  |  |
| **Utility Operations Supervisor** |  |  |
| **director of uep** |  |  |
| **director of fm operations** |  |  |
| **director of utilities** |  |  |
| **director of networks** |  |  |