



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 536
VERSION: 1

SUBJECT: SHUT-DOWN OF UTILITY SYSTEMS/MED GASES and NOTIFICATIONS

POLICY:

Facilities will notify and obtain permission from the appropriate personnel, prior to shutting down any utility system.

PURPOSE:

To identify “shutdown procedures” of utility systems due to emergency or other reasons.

PROCEDURE:

Prior to shutting down systems such as, electricity, water, A/C, exhaust, vacuum, medical gases, natural gas and waste. Notify Director of Facilities, prior any utility system being shut-off. Permission must be granted before a shutdown is initiated. All employees are to use “Caution” to make sure that you have approval prior to shutting off a utility system. All employees are responsible for their own actions when shutting off or placing a utility system back into service.

PROCEDURE:

1. When any utility system needs to be shutdown, the department head of the area affected must be notified; the reason for the shutdown must be explained, and permission must be granted.
2. If the shutdown is significant, notify and obtain permission from Nursing Administration as well.
3. The department head (and Nursing Administration, if notified of the shutdown) must be notified when the system is to be returned to service or if a new system is to be put into service
4. Check the repair to ensure that the system is operating normally.

POLICY NO: 536	SUBJECT: SHUT-DOWN OF UTILITY SYSTEMS/MED GASES and NOTIFICATIONS	Page 2 of 2
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