



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 476
VERSION: 1

SUBJECT: IDENTIFICATION OF THE UTILITY SYSTEMS CONTROLS

POLICY:

It is the policy of the Facilities Division to maintain drawings and documents mapping the distribution of utility systems. The drawings are to indicate the location of controls, for the partial or complete shutdown of each utility system. These drawings will be maintained to further ensure, through training of Facilities personnel, that proper procedures are followed in the shutdown of any utility system or component. The drawings for the High Desert Health System (HDHS) Facility are located in the Facilities Planning Office.

PURPOSE:

To clearly identify the controls for each of the utility systems.

PROCEDURE:

The drawings are to indicate the location of controls, for the partial or complete shutdown of each utility system. These drawings will be located in the Facilities Planning Office

Utility Systems include, but are not limited to:

- Hot Water
- Water Distribution/Plumbing System
- HVAC System
- Communication System
- Electrical Distribution System
- Elevators
- Fire Alarm System
- Medical Gas/Vacuum Delivery System

Specific shut down procedures can be found under that specific utility's "Shut Down" Policy. When a utility system must be shutdown, notify Facilities Management, Administrator on Duty and the department head of each affected area.

POLICY NO: 476	SUBJECT: IDENTIFICATION OF THE UTILITY SYSTEMS CONTROLS	Page 2 of 2
--------------------------	--	--------------------

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/23/2013	Original Date: 10/01/2013
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	