



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 489
VERSION: 2

SUBJECT: CORRECTIVE MAINTENANCE PROCEDURE FOR WATER FAILURE/COMTAMINATION

POLICY:

Facilities will identify and implement emergency procedures in the event of a domestic water failure or contamination.

PURPOSE:

Identify an alternative means of meeting the buildings essential utility needs during an emergency. This procedure is to be followed during regular working hours to maintain uninterrupted service at all times.

PROCEDURE:

If there is ANY immediate threat of harm to the building or the occupants, CALL 911.

FACILITIES OFFICE

- A. Upon knowledge of water failure/contamination from a reliable source in the facility, issue instructions to the plumber to proceed as follows:
 1. Check the main valves.
 2. Determine if there is any malfunction.
- B. In case of any water interruption, immediately notify the ASC and administration.

PLUMBER

- A. Proceed according to above instructions.
- B. If the trouble is not determined, report back to the Facilities office with progress updates and wait for further instructions, if necessary.
- C. If necessary, contact LA County Dept. of Public Works
 - Emergency 800-675-4357
 - Local Office 877-637-3661

NOTE: EMERGENCY WATER CAN BE OBTAINED FROM THE SAFETY OFFICE.

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