Vanderbilt University Medical Center
PLANNING | DESIGN | CONSTRUCTION

POLICIES AND PROCEDURES

SUBJECT: UTILITY SHUTDOWN POLICY AND PROCEDURES
POLICY # PDC-009

EFFECTIVE DATE: March 2, 2006
Revised Date:25 JUNE 2019

POLICY

To define the standard operating procedure for contractors to request scheduled utility outages (shutdowns) for mechanical and electrical tie-ins in Vanderbilt University Medical Center (VUMC). The utilities affected by this policy include but are not limited to all plumbing, fire sprinkler, gases, smoke detection, fire alarm, electrical, telephone, data, security, steam, heating, air conditioning, exhaust, and conveying systems.

PROCEDURE

Construction managers/contractors and subcontractors must request the scheduling of all construction related utility shutdowns through the appropriate VUMC PLANNING | DESIGN | CONSTRUCTION (PDC) Construction Coordinator. VUMC Facilities Management is always responsible for the disconnection or shut off of all valves, circuit breakers, and smoke detectors for utility outages. **Contractors and sub-contractors shall not shut down, tie into, or disrupt any utility systems unless specifically directed to do so by the appropriate supervisor or designated person in Facilities Management. Contractors and sub-contractors shall not bag, disconnect, or impede any smoke or heat detection systems.** Contractors must never assume the work they are performing in the VUMC is not covered under this policy. The contractor's request for a utility shutdown must be performed in accordance with the procedures outlined in the
"Specific Information" section of this policy.

I. Specific Information

A. The first step in the utility shutdown process is for the contractor and his subcontractor to identify the utility that needs to be shutdown, all areas of the building that will be affected by the shutdown, and any other associated utilities that might be affected (e.g. An electrical shutdown which shuts down an associated air conditioner).

B. After the contractor and his subcontractor have identified the affected areas, he will obtain verification of this information from the appropriate department supervisor or designated person in Facilities Management . The contractor/subcontractor should thoroughly research the shutdown to determine which valves or electrical panel boxes will be affected by the shutdown. The contractor should also determine the duration of time required for the shutdown prior to meeting with Facilities Management . However, **PDC is responsible for the final scheduling, actual start time, and duration of all construction and**

renovation related utility shutdowns. The contractor and his subcontractors shall perform all work necessary prior to the shutdown in order to minimize the duration of the shutdown (i.e. install all necessary piping or pull all necessary wiring).

C. After collecting all necessary information, the contractor will complete a "Contractor's Two Week Request for Service Interruption Form". (*A link to the "Contractor's Two Week Request for Service Interruption Form" is located in the II. Cross Reference section of this Policy.*) This form must be submitted to the appropriate project related Construction Coordinator in PDC. It must be submitted in writing or by email a minimum of two (2) weeks prior to the requested time of the shutdown. The two-week(2) notice is required in order to allow enough time for the processing of paperwork as well as the coordination of PDC, Facilities Management and any affected departments in the building. It will also allow enough time to resolve any scheduling conflicts between all parties affected by the shutdown. The actual amount of notice time may vary, depending on the type of shutdown, the area affected by the shutdown, the scheduled activities of occupants in the area affected, and the current workload of PDC and Facilities Management.

D. The contractor's request for a shutdown will include the following information:
   i. Submittal date,
   ii. Construction company name,
   iii. Project supervisor's name and mobile phone or pager number,
   iv. Subcontractors supervisor's name and mobile phone or pager number,
   v. Project name location(s) of the actual work to be performed, (building name and all room or area numbers),
   vi. Utility to be shutdown (i.e. electrical, sprinkler…),
   vii. Requested shutdown start and stop date and time,
   viii. Requested completion day and time of the shutdown,
   ix. Reason for the shutdown (i.e. install breaker, add sprinkler head…),
   x. All room numbers or areas affected by the shutdown, and
   xi. Any related utilities systems affected by this shutdown.

E. Upon receipt of the Contractor's Request for Service Interruption Form, the PDC Construction Coordinator will coordinate with Facilities Management and the building occupants to verify the actual start date and time of the shutdown. Depending on the complexity of the shutdown, the Construction Coordinator may schedule a meeting with PDC, Facilities Management, the contractor and all appropriate subcontractors to coordinate the logistics of the shutdown.

F. After the start time, duration and logistics of the shutdown has been verified; the Construction Coordinator will create the appropriate

shutdown notices.

These notices will be produced in one of two formats.

1) The "Life Safety System Interruption Notice" is used for fire alarm and fire sprinkler shutdowns.

2) The "Service Interruption Notice" is used for all other non-life safety type shutdowns.

G. After the shutdown notices has been printed, it is the responsibility of the general contractor to obtain and post the notices throughout the building areas that will be affected by the shutdown. The notices should be posted on the walls in common areas such as elevators, elevator lobbies, entrances and exits to stairways, intersecting corridors…etc. Blue masking tape is the only means acceptable for posting notices.

H. The contractor/subcontractor must be on site and have all preparations in place and be ready to begin the shutdown at least 15 minutes prior to the posted start time of the shutdown. This preparation includes having all of the equipment, supplies and manpower needed at the correct location to perform the work. Failure to do this can result in the shutdown being cancelled and re-scheduled for another time.

I. When the contractor/subcontractor's work is completed, the contractor/subcontractor must notify the appropriate Facilities Management person so the system can be re-energized.

J. The contractor/subcontractor that is responsible for the work must remain on-site until the system is fully re-energized and no leaks or other deficiencies have been detected.

K. It is the responsibility of the contractor to promptly collect and dispose of all shutdown notices at the completion of each shutdown.

L. VUMC contacts for utility services will be provided for shutdowns