Policy: Renovation, Renewal and Replacement of Facilities


VPFR Vision: To become a high-functioning professional support team working collaboratively to support the vision and mission of the University in a customer-centric, agile, and cost-effective way, while having all employees feel empowered to make decisions, take actions and implement policies.

Purpose: Provide timely communication of relevant system shutdowns to building tenants to ensure minimal disruption to tenant operations.

Scope: Planned, building related shutdowns for all University Facility operated buildings when there is an expected impact to the tenants of a building.

Responsibilities

1. Project Manager (PM), Maintenance Planner (MP), and Contract Authority (CA)
   - Accountable for the coordination of the shutdown and ensuring that all other parties included in this procedure are engaged when required.
   - Responsible for providing the background information necessary for the effective identification of impacts.
   - When a Facility SBA is not available, the PM/MP is responsible for coordinating the date and time of the shutdown with the tenants of the building.
   - Responsible for scheduling the trades/contractor to execute the shutdown.

2. Reactive Assistant Manager
   - Based on the information provided by the PM/MP/CA, responsible for:
     - Identifying what system needs to be shut down,
     - Defining the impact shutting the system down will have on the building(s)
     - Delegating scoping responsibilities to the electrical inspector as required

3. Electrical Inspector
   - As delegated to by the Reactive Assistant Manager, and based on the information provided by the PM/MP, the Electrical Inspector is responsible for:
Shutdn!_Notification Procedure

- Defining the impact shutting the system down will have on the building(s) for electrical shutdowns that:
  - Will be executed by a contractor, and/or,
  - Are high voltage
- Executing the shutdown

4. Corrective Maintenance or Operations Assistant Manager
   - Responsible for assigning the shutdown work to the respective trade employee (when required) on the agreed date.

5. Facilities Strategic Business Advisor (SBA)
   - When available, responsible for coordinating the shutdown time and date with the PM/MP and building tenants, as initiated by the PM/MP.

6. Facilities Service Agent (FSA)
   - Responsible for communicating the confirmed shutdown date, time and impact provided in the Shutdown Notification Form to the tenants of the affected building.
   - Responsible for recording the shutdown in the Shutdown Calendar
   - Responsible for communicating system reinstatement

**Definitions**

**Project Manager (PM):** The authorized manager of a university project, assigned by the EPMO Manager or Director.

**Contract Authority (CA):** The university representative responsible for overseeing coordination and delivery of contracted work at the University of Saskatchewan.

**SBA:** Facilities Strategic Business Advisor.

**Scope of Project:** The overall scope of work requiring a shutdown

**Procedure**

1.0 DEFINE NEED

1.1 PM/MP/CA defines and records the project scope information in the Background Information section of the Shutdown Notification Form.
   - Record:
     - Building and room(s) where the work is taking place
     - Scope of overall project
     - System that needs to be shut down in order for project work to continue
     - Schedule constraints (when the shutdown needs to happen and why)
     - Required duration of the shutdown based on the duration of the work that needs to take place during the shutdown.
   - Record contact information in the Shutdown Requestor field
Shutdown Notification Procedure

2.0 DEFINE IMPACT

2.1 O&M Reactive Assistant Manager determines and records the impact the shutdown will have on the respective building in the Shutdown Impact Information section of the Shutdown Notification Form.

- Evaluate scope:
  - If high voltage or the work will be executed by a contractor, forward to the electrical inspector
- Record the impact of the shutdown
- If it is determined that the shutdown will not affect the tenants of a building, this will be recorded in the Shutdown Impact Information, and the shutdown can proceed without further use of the Shutdown Notification Form and associated process.
- List all of the rooms and spaces affected by the shutdown or attach a floorplan clearly outlining the affected spaces.
- Indicate the type of safety controls necessary for the shutdown
- Identify the system that will be shut down or impacted by the shutdown.
- Deliver form to PM/MP/CA

2.2 Maintenance Planners may complete the Shutdown Impact Information section of the Shutdown Notification Form for shutdowns related to their trade specialization.

3.0 COORDINATE SHUTDOWN DATE, TIME, AND DURATION

3.1 PM/MP/CA communicates need for shutdown coordination and delivers Shutdown Notification Form to SBA. If an SBA is not available, the PM/MP/CA performs the role of the SBA.

3.2 SBA
- Engage building tenants to determine impact of shutdown on operations
- Complete Tenant Confirmation section of form; add additional pages as required
- Communicate operational constraints to PM/MP/CA

3.3 PM/MP/CA and SBA
- Collaborate on how best to execute the shutdown while minimizing effects on building tenant operations
- Determine a shutdown date and time that is mutually beneficial for the project and the building tenants

3.4 PM/MP/CA
- If the shutdown is being executed internally, engage Corrective Maintenance or Operations Assistant Manager with scope of shutdown
- Schedule Corrective Maintenance or Operations for shutdown on agreed date and time
- Formally confirm agreed shutdown date and time on Shutdown Notification Form, with signatures:
  - PM/MP/CA
  - Corrective Maintenance or Operations Assistant Manager as required
  - SBA (if involved)
- Deliver Completed Shutdown Notification Form to Facilities Service Agent (FSA)
4.0 FORMAL SHUTDOWN COMMUNICATION

4.1 FSA sends formal shutdown communication to building tenants indicating:
- System to be shut down
- Spaces affected by the shutdown (included floor plans if provided)
- Shutdown date and time
- Estimated service reinstatement

4.2 FSA adds the confirmed shutdown information to the Shutdown Calendar

5.0 EXECUTE SHUTDOWN AND WORK

5.1 Corrective Maintenance/Operations/Contractor shut system down as planned
5.2 PM/MP/CA ensure project work requiring the shutdown is completed within estimated time, if not, communicate new shutdown reinstatement time to FSA and SBA
5.3 PM/MP/CA contact Corrective Maintenance/Operations/Contractor to restart system
5.4 Corrective Maintenance/Operations/Contractor confirms system is operational
5.5 PM/MP/CA notify FSA and SBA that the work is completed and the system is running

6.0 FORMALLY CLOSE SHUTDOWN

6.1 FSA sends formal system reinstatement notice, informing tenants that the shutdown is complete and that systems are operational

EFFECTIVENESS CRITERIA

- Shutdown Notification Form is completed
- Shutdown is recorded in the Shutdown Calendar
- Shutdown is executed

REFERENCES/FORMS

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<tr>
<th>Form #</th>
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<tbody>
<tr>
<td>180918</td>
<td>Shutdown Notification Form</td>
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<td>180918</td>
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REVISION HISTORY

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