

WEILL CORNELL MEDICAL COLLEGE  
ENGINEERING AND MAINTENANCE DEPARTMENT  
STANDARD OPERATING PROCEDURES

UTILITY SHUTDOWN REQUESTS

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POLICY:

All requests for utility system shutdowns shall be coordinated through the Engineering and Maintenance Department.

PROCEDURE

1. For all planned utility shutdowns, a Utility Shutdown Request form must be submitted at least two weeks in advance. More complex shutdowns require additional notice.
2. Engineering and Maintenance will review the shutdown request for its operational impact and will schedule the shutdown.
3. When approved, the Utility Shutdown Request form will be distributed by Engineering and Maintenance.
4. Engineering and Maintenance will post notices and make other general notifications regarding the outage.
5. The Project Manager, in conjunction with Engineering and Maintenance, the project engineer, trades contractors and/or NYPH, is responsible to determine the area(s) affected by the outage.
6. The Project Manager requesting the outage is responsible to meet with local occupants as necessary to inform them of the outage and to arrange for any temporary utility services required.
7. For Fire Sprinkler and Fire Alarm system shutdowns, the Project Manager must coordinate the shutdown with the College's Environmental Health and Safety Department and/or with NYPH.
8. All utility shutdowns must consider the on-going operational needs of the building occupants. Accordingly, some shutdowns must be performed during off-hours and/or may require provision of temporary utility services.
9. All utility shutdowns must be directly supervised by College staff. Depending on the nature of the shutdown, this supervision may be provided by staff personnel, supervisory personnel and/or management. The Director of Engineering and Maintenance shall determine the level of supervision required and the need for the involvement of the Project Manager.
10. Unless specifically authorized by the Engineering and Maintenance Department, no utility equipment (controls, valves, switches, etc.) shall be operated except by qualified Engineering and Maintenance Department personnel.
11. Once utility equipment has been accepted by the Engineering and Maintenance Department for operation, the operation of this equipment is subject to this procedure. Equipment that will be connected to the existing College utility infrastructure prior to acceptance by the College, and whose operation could impact the existing infrastructure, must be assessed by the Engineering and Maintenance Department to determine if this procedure is applicable.

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12. While Engineering and Maintenance may apply equipment lockouts for the protection of its staff, any other person working on utility equipment is responsible for the application of their own lockout/tagout procedures. The Engineering and Maintenance staff will provide assistance in identifying isolating devices when required.
13. Copies of all approved Utility Shutdown Request forms shall be maintained in the Engineering and Maintenance Office.

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