



## **Brown University Utility Outage Checklist**

Project Name:

Date(s) of outage:

<b>Brown University Special Requirements</b> (Submit Trades Support Work Order; Check off all items as applicable; add additional project-specific items as required):	
<b>Project Service Order/Work Order #:</b>	
Campus Utility/Building Record Drawings verified for project impacts to existing utility systems and/or building systems:	
<b>General Coordination Items:</b>	
If generators required, what size, what loads who provides and connects?	
Lightship to be on site to assist with generator operation?	
Parking lot closure impacts?	
City street closures?	
City police detail required?	
Brown Police Detail required?	
Equipment disposal plan required?	
<b>FM Divisions:</b>	
<ul style="list-style-type: none"> <li>• Check all HVAC, fire and security alarm systems during and after outage is complete.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide override keys for FM staff</li> </ul>	
<ul style="list-style-type: none"> <li>• Monitor critical spaces (research, artifact storage, etc)</li> </ul>	
<ul style="list-style-type: none"> <li>• Fume Hoods posted (if required)</li> </ul>	
<ul style="list-style-type: none"> <li>• Custodial post all affected buildings "closed"</li> </ul>	
<ul style="list-style-type: none"> <li>• Restrict card access during the outage, restore to normal post-outage</li> </ul>	
<ul style="list-style-type: none"> <li>• Service Response Outage Notification to Users drafted and issued</li> </ul>	
<ul style="list-style-type: none"> <li>• Post notices in buildings affected</li> </ul>	
<b>Brown Police:</b>	
<ul style="list-style-type: none"> <li>• If fire alarm or egress lighting disconnected or unreliable, verify buildings unoccupied</li> </ul>	
<ul style="list-style-type: none"> <li>• Fire watch posted for buildings without alarms</li> </ul>	

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• Monitor security alarms	
• Provide card/key access for technicians	
• Check security during outage	
• Check security at end of outage	
<b>CIS:</b>	
• Notified of system outages	
• Monitor network systems	
<b>Other Brown Departments:</b>	

<b>Emergency contact information:</b>		
<b>Contractor On-Site and Key Staff Contacts:</b>		24 hr. service # Main #
Name	Position	Cell #
<b>Brown On-Site and Key Staff Contacts:</b>		24 hr. service # Main #:
Name	Position	Cell #

Brown Notification list: see attached

### **Brown University Utility Outage Approvals:**

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Director of Operations or Director of Engineering

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Date