

# **Brown University Utility Outage Checklist**

Project Name:

Date(s) of outage:

**Project Impacts:** Detail below all campus buildings, utility systems and/or building systems that are affected by the proposed outage work (i.e. Campus buildings affected by electrical feeder work or repairs to steam lines; or building HVAC, elevators and lighting control systems affected by building fire alarm system work, or shut down of User equipment affected by building process chilled water system modifications):

Building(s)/ System(s) affected:	Date/Start time of outage:	Date/Finish time of outage:

**Preparatory work:** Detail below all the required preparatory work to be completed prior to the actual outage work (i.e. equipment rigging, installation and connections of portable generator, shut down/ isolation of steam mains, switching of campus distribution feeders, etc.):

Item #	Date(s)	Description of work item:

**Outage work:** Detail below the sequence of outage work to be performed (i.e. for chilled water system: shut down all affected equipment, LO/TO isolation valves, drain lines, make new system connections, flush lines, test, close valves, restore system operation, restart connected equipment.):

Item #	Date(s)	Description of work item:

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<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>General Coordination Items:</b>	<b>Information or Completion Status</b>
<b>Project Service Order/Work Order #:</b>	
Campus Utility/Building Record Drawings reviewed for project impacts to existing utility systems and/or building systems:	
Campus Utility/Building systems physically inspected and walked down to verify installed conditions against the Record Documentation and to verify project impacts to existing utility systems and/or building systems	
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>	
Check all HVAC, fire and security alarm systems during and after outage is complete.	
<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>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Brown Police:</b>	
If fire alarm or egress lighting disconnected or	

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unreliable, verify buildings unoccupied	
<ul style="list-style-type: none"> <li>• Fire watch posted for buildings without alarms</li> </ul>	
<ul style="list-style-type: none"> <li>• Monitor security alarms</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide card/key access for technicians</li> </ul>	
<ul style="list-style-type: none"> <li>• Check security during outage</li> </ul>	
<ul style="list-style-type: none"> <li>• Check security at end of outage</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>CIS:</b>	
Notified of system outages	
<ul style="list-style-type: none"> <li>• Monitor network systems</li> </ul>	
<ul style="list-style-type: none"> <li>•</li> </ul>	
<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:**

\_\_\_\_\_  
Director of Operations or Director of Engineering

\_\_\_\_\_  
Date