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| **Outage Objective (in layman terms):** | | |
| **Project Impact(s)**  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** |
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| **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) / Time(s)** | **Description of Work Item** |
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| **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) / Time(s)** | **Description of Work Item** |
| 0.1 |  | **[Add info on the agreed pre-outage Meeting location and time for review of the Outage work plan by all parties here**]. |
| 0.2 |  | [**Include note as applicable**] Div 9 staff to contact Brown Service Response to advise that Div 9 will take over BAS alarm monitoring for all Outage-impacted buildings. |
| 0.3 |  | [**Include note as applicable**] Div 3/ Atlantic Elevator staff to recall elevators to ground floor and place them in “Out of Service”. |
| 0.4 |  | [**Include note as applicable**] Div 3 Fire tech to zone out building fire alarm system for power failure trouble alarm. |
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|  |  | [**Include note as applicable**] Div 3/ Atlantic Elevator staff to restore normal elevator operation. |
|  |  | [**Include note as applicable**] Div 3 Fire tech to restore normal building fire alarm system operation. |
|  |  | FM-Ops staff and Contractors to walk down all affected building/campus systems to confirm normal system operation. |
|  |  | [**Include note as applicable**] Div 8/9 staff to confirm no active BAS alarms in affected building(s), and then contact Brown Service Response to have Service Response resume BAS alarm monitoring for the Outage-impacted buildings. |
|  |  | **[Add info on the agreed post-outage Meeting location and time for wrap-up review here**]. |

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| **Special Requirement(s)**  Submit Trades Support Work Order; Check off all items as applicable; add additional project-specific items as required | |
| ► **Project Service Order/Work Order #** |  |
| **General Coordination Items** | **Information or Completion Status** |
| * 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, and who provides and connects? |  |
| * Weld Power (Generator Service Provider) required 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? |  |
| * Waste Water discharge permit required? |  |
| * Fire watch needed? |  |
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| ► **FM Trades Divisions** | |
| **General Coordination Items** | **Information or Completion Status** |
| * Service Response Outage Notification to Users drafted & issued |  |
| * Check all HVAC, fire, and security alarm systems during and after outage is complete and Operational |  |
| • Provide override keys for FM staff |  |
| • Monitor critical spaces (research, artifact storage, etc.) |  |
| • Fume Hoods posted (if required) |  |
| • Restrict card access during outage, restore to normal post-outage |  |
| • Post notices in buildings affected |  |
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| ► **Brown Public Safety (dps)** | |
| **General Coordination Items** | **Information or Completion Status** |
| * If fire alarm or egress lighting is disconnected or unreliable, verify buildings are unoccupied |  |
| • Fire watch posted for buildings without alarms |  |
| • Monitor security alarms |  |
| • Provide card/key access to technicians |  |
| • Check security during outage |  |
| • Check security at end of outage |  |
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| ► **Brown Office of Information Technology (OIT)** | |
| **General Coordination Items** | **Information or Completion Status** |
| • Notify OIT at planning stage of all electrical outages Email to: [scmt@brown.edu](file:///C:\Users\lmccue\Desktop\scmt@brown.edu) |  |
| • Monitor network systems |  |
| • Notify OIT of system outages Email to: [campuspoweroutages@brown.edu](mailto:campuspoweroutages@brown.edu) |  |
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| ► **Environmental Health & Safety (EHS)** | |
| **General Coordination Items** | **Information or Completion Status** |
| • Assist with posting fume hoods |  |
| • Issue hot work permits |  |
| • Assist w/fire watch coordination & notifications to AHJ |  |
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| ► **Other Brown Departments** | |
| **General Coordination Items** | **Information or Completion Status** |
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| **Emergency Contact Information** | | |
| ► **Contractor On Site & Key Staff Contacts (authorized person for sprinkler or fire alarm):** |  |  |
| **Name** | **Company** | **Cell** |
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| ► **Brown On Site & Key Staff Contacts (responsible person):** | **24 HR. Service #:** |  |
| Brown University Service Response Center | 401-863-7800 |  |
| **Name** | **Title** | **Cell** |
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| Brown Notification List Attached:  Yes  No | | |
| **Approvals**  **Construction Submission Draft**    Contractor Date  **FM Ops OCL Approval**    Director of MEP, Director of Logistics Support or Facilities Engineer Date | | |