

LAWRENCE BERKELEY NATIONAL LABORATORY
Facilities Division – LBNL Facilities Division Procedure - ADMN-059 (rev. 2)
Title: Planned Utility Shutdown Coordination
Effective Date: 09/12/11

1. Purpose:

This procedure establishes the method for coordination of planned shutdowns of Electrical, gas, water, sanitary sewer/waste systems, and other major equipment services (including hoods, elevators, air conditioning, heating, boilers, and refrigerators/freezers) for construction or maintenance repair projects.

2. Scope:

This procedure applies to Facilities Project Managers, Utilities and Maintenance Area Supervisors, and Facilities Work Planning and Control Unit.

3. Definitions

Subject Matter Expert (SME)	As used in this procedure, the individual who is knowledgeable about an operation or activity and who is assigned by the Group Leader to be responsible for the technical content of a controlled procedure concerning the operation or activity.
Work Planning and Control Unit (WPC)	As used in this procedure, the WPC unit will be collaborating with the Utilities and MRO Supervisors responsible for the operation or activity.
Stakeholder	As used in this procedure, any individual, department or entity that has a vested interest in the successful and smooth outcome of a shutdown.

4. Roles and Responsibilities:

- a. The SME for questions regarding content in this procedure is indicated within #6: Responsibilities and Control.

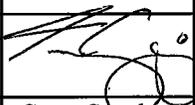
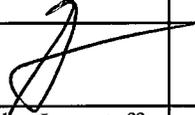
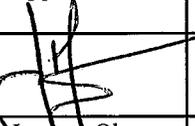
5. Procedures:

	<u>Task</u>	<u>Responsible Party</u>
Step 1	Notify the Facilities WPC of planned utility/service shutdown: <ul style="list-style-type: none"> • WPC will tentatively schedule the planned date in the Utility Shutdown schedule calendar. • If applicable, WPC will ensure that all institutional conference rooms in the area affected are blocked. • After initial planning and coordination with all stakeholders, WPC will send out a communication to indicate tentative schedule to: <ul style="list-style-type: none"> ○ Level1-Facilities ○ LBLnet ○ Certain individuals in EOC ○ Any stakeholder not in above distribution 	Responsible Project Manager for project related shutdown or Utilities Manager / Supervisor for maintenance related shutdown
Step 2	Notify Maintenance Office (x7941) of planned utility/service shutdown. Specify Job Order number and title, building number, utility(s) affected, planned or expected shutdown date, duration, project coordinator(s), and those stakeholders impacted: <ul style="list-style-type: none"> • Construction: Two weeks before start of job • Maintenance Repairs: As much notice as possible 	Responsible Project Manager for project related shutdown or Utilities Manager / Supervisor for maintenance related shutdown
Step 3	Review Utility/Service Shutdown Schedule for planned/anticipated shutdowns in same area:	Utilities Manager / Supervisor and MRO

	<ul style="list-style-type: none"> Identify and follow up all possibilities for combined shutdowns with other projects by working directly with Project Managers / Coordinators. Update schedule after coordination. Submit resource needs to WPC. WPC to load resource needs for shutdown and other coordinated projects 	supervisors
Step 4	Set up meeting and review utility specific procedures for details of notification and other requirements for shutdown	WPC
Step 5	Submit Utility Isolation Plan for utility shutdown to Maint Office: <ul style="list-style-type: none"> Include valve shutoff order for gas or water, and electrical plans, such as 12kV switching. 	Responsible Project Manager for project related shutdown or Utilities Manager / Supervisor for maintenance related shutdown
Step 6	Maintain Schedule. Post hardcopy report outside Maint Office.	MRO Supervisor
Step 7	Review scheduled shutdowns. Incorporate any additional coordination possibilities after resolution of any conflicts.	MRO Supervisor
Step 8	Contact Facilities Project or Construction Managers concerning schedule changes/additional requirements.	MRO Supervisor
Step 9	Review need for EH&S, Fire Dept, and other involvement in shutdown.	Responsible Project Manager for project related shutdown or Utilities Manager / Supervisor for maintenance related shutdown
Step 10	Determine which utility specific procedures will need to be followed.	MRO Supervisor
Step 11	Contact utilities coordinator for liquid or gas shutdown review, electrician coordinator for electrical shutdown.	MRO Supervisor
Step 12	Ensure the shutdown plan clearly addresses the following items: <ol style="list-style-type: none"> Is there a possibility that the modification will alter the steady state condition of the impacted systems when brought back up? If yes, what are the steady state parameters of the system before modification? Develop a plan to re-set the steady state parameters after the work to match those in place before the work. If no sensors exist to measure the steady state parameters, install them in advance of the work if the risk of systems problems is jointly determined with the customer(s) to be moderate or high. By way of example, some areas of the ALS LCW system as well as other systems at the lab do not have adequate sensors to measure steady state. This may add cost and delay if required to ensure the risk of unplanned system problems is properly mitigated. 	Utilities Manager / Supervisor Responsible Project Manager MRO Supervisor
Step 13	Review shutdown proposal and coordinate as necessary (required for hood shutdowns, roof access, acid waste systems, etc., per	Responsible Project Manager for project related shutdown or

	individual procedures). Submit final schedule to WPC.	Utilities Manager / Supervisor for maintenance related shutdown, MRO Supervisor
Step 14	WPC to finalize shutdown schedule and requirements of data submitted.	WPC
Step 15	Send notification of final –agreed to scheduled date to: <ul style="list-style-type: none"> • Level1-Facilities • LBLnet • BET-radio-holders • Certain individuals in EOC • Any other stakeholder not in above distribution 	WPC
Step 16	Review schedule with identified researchers.	Responsible Project Manager for project related shutdown or Utilities Manager / Supervisor for maintenance related shutdown
Step 17	Post notices of scheduled shutdown as specified by utility specific procedures and other required notifications.	MRO Supervisor

6. Responsibilities and Controls

Rev. No.	SME/Title	Approved/Title	Approved/Title	Approved/Title	Approved/Title	Effective Date
2						9/12/2011
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