

## 12.47 KV SYSTEM: SWITCHING ANNOUNCEMENTS INFORMATION PROCEDURE

### APPLICATION

This procedure is part of the operations manual for the 12.47 kV System. See ADMN-056 for an overview of the manual's contents, including related procedures. This procedure applies to Facilities Electric Shop personnel.

### PURPOSE

To provide a standardized announcement for the switching of 12.47 kV power. Provide information to LBNL personnel about the possibility of interruption of electrical power or surge to sensitive equipment.

### SPECIAL INSTRUCTIONS

The switching announcement is made up for a specific day. The building(s) affected are known in advance. The only unknown is the exact time switching will be performed. When all preparations have been completed, the Maintenance Electrician/Facilities Electrical Engineer will make the hill page for a specific time.

### WORKSTEPS

#### A. MESSAGE #1

"There will be a 12 kilovolt electrical switching taking place at approximately \_\_\_\*\_\_\_ today. In the following buildings, normal power and lighting will be off until approximately \_\_\_\*\_\_\_.

- Buildings \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

No interruption of power to other Laboratory Buildings is anticipated."

\* *Times to be provided by caller (Maintenance Electrician/Facilities Engineer).*

#### B. MESSAGE #2

"The 12 kilovolt electrical switching has been completed."

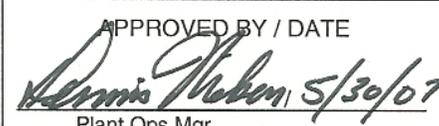
#### C. MESSAGE #3

"There will be a 12 kilovolt electrical switching taking place at approximately \_\_\_\*\_\_\_ today. Normal power and lighting will be restored to Buildings \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_."

\* *Time to be provided by caller (Maintenance Electrician/Facilities Engineer)*

### RESPONSIBILITIES AND CONTROLS

Completion of the following signature lines constitutes approval of this procedure:

REV NO.	SME	REVIEWED BY	APPROVED BY / DATE	REVISION DATE
2	 Elec Shop Supv	 Chief Elec Eng	 5/30/07 Plant Ops Mgr	4/26/07
	 (Print Name)	 (Print Name)	 (Print Name)	INFO-055