

UTILITY SHUTDOWN PROCEDURE

Applies to: ■ - Staff ■ - Architects/Engineers ■ - Contractors

<p>Purpose:</p>	<p>The utility shutdown plan is required during construction and maintenance of CMU Utilities. This plan is an effort to provide for safe and reliable utility shutdown and restart. This plan shall be submitted a minimum of two (2) weeks prior to utility shutdown to ensure approvals and coordination.</p>
<p>Definitions:</p>	<p>Task Sequence # - Indicate each step sequence of the utility shutdown. (TS#)</p> <p>Detailed Description - Provide an explanation of the discrete task.</p> <p>Time Start - Provide estimated time when task sequence will begin.</p> <p>Time End - Provide an estimated time when task sequence will be completed.</p> <p>Responsible Party – Indicate who is responsible for the task.</p> <p>Required Personal Protective Equipment (PPE) – List protective equipment required to perform task. Example: EP - Eye Protection ST – Steel toe foot protection HH – Hardhat LG – Leather gloves Etc.</p> <p>Utility Shutdown Duration – Length of time the utility will be shutdown.</p> <p>PEP – Plant Engineering and Planning</p>
<p>Procedure:</p>	<p>Pre-Shutdown Preparedness Plan Describe materials, tools, equipment, manpower, Etc, required to make ready for the utility shutdown.</p> <p>Post Shutdown Verification Plan Describe the plan to verify the utility is reliable prior to restoring service.</p> <p>Contingency Plan Describe alternate plan to restore utility should formal plan breakdown</p> <p>Approvals CMU personnel responsible for utility shutdown to arrange for appropriate approvals.</p>

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APPROVALS	SIGNATURE	DATE
ORIGINATOR OF SHUTDOWN PLAN		
CMU PROJECT MANAGER		
SHOP SUPERVISOR (S)		
DIRECTOR OF PEP		
DIRECTOR OF FM OPERATIONS		
DIRECTOR OF UTILITIES		

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DOCUMENT CONTROL PAGE:

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Revision History:

Date	Revision	Approved By: