**Brown University Utility & Critical System Outage Checklist (OCL)**

**Project Name:**

**Building Name:**

**Date(s) of outage:**

**Address:**

### OUTAGE OBJECTIVE:

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

<table>
<thead>
<tr>
<th>Building(s)/ System(s) affected:</th>
<th>Date/Start time of outage:</th>
<th>Date/Finish time of outage:</th>
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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, sprinkler valve location and numbers, fire alarm zone identification, etc.):

<table>
<thead>
<tr>
<th>Item #</th>
<th>Date(s)</th>
<th>Description of work item:</th>
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**Outage work:** Detail below the sequence of outage and restoration 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, detail sprinkler area and fire alarm shut downs):

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# Brown University Utility & Critical System Outage Checklist (OCL)

**Project Name:**

**Building Name:**

**Date(s) of outage:**

**Address:**

## Brown University Special Requirements:
(Submit Trades Support Work Order; Check off all items as applicable; add additional project-specific items as required)

<table>
<thead>
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<th>Project Service Order/Work Order #:</th>
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- Campus Utility/Building Record Drawings verified for project impacts to existing utility systems and/or building systems:

## General Coordination Items:

- If generators required, what size, what loads, who provides and connects?
- WeldPower (Generator Service Provider) 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?

## FM Divisions:

- Check all HVAC, fire alarm and security alarm systems during and after outage is complete.
- Provide override keys for FM staff
- Monitor critical spaces (research, artifact storage, etc)
- Fume Hoods posted (if required)
- Custodial post all affected buildings “closed”
- Restrict card access during the outage, restore to normal post-outage
- Service Response Outage Notification to Users drafted and issued
- Post notices in buildings affected

**Will scheduled power outage affect any fire pumps?**

## Brown Public Safety (DPS):

- If fire alarm or egress lighting disconnected or unreliable, verify buildings unoccupied
- Fire watch posted for buildings without operable fire alarms (due to project) or any buildings with impaired fire suppression systems

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Updated June 8, 2016
**Brown University Utility & Critical System Outage Checklist (OCL)**

**Project Name:**

**Building Name:**

**Date(s) of outage:**

**Address:**

- Monitor security alarms
- Provide card/key access for technicians
- Check security during outage
- Check security at end of outage

**Computing & Information Systems (CIS):**

- Notified of system outages ----
- Monitor network systems

`campuspoweroutages@brown.edu`

**Environmental Health & Safety (EH&S):**

- Assist with Posting Fume Hoods
- Issue Hot Work Permits
- Assist with fire watch coordination and notifications to AHJ

**Other Brown Departments:**

**Public & Other Utilities:** Providence Water, Narragansett Bay Commission (sewer), Verizon, Cox, NGRID (gas & electric)

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**Emergency contact information:**

**Contractor On-Site and Key Staff Contacts:** (Authorized person for sprinkler or fire alarm)

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<th>Name</th>
<th>Position</th>
<th>Main #</th>
<th>Cell #</th>
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**Brown On-Site and Key Staff Contacts:** (Responsible Person)

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Brown Notification list: see attached
Outage Checklist Design Submission Draft

__________________________________________  Date
Engineer of Record

Outage Checklist Construction Submission Draft

__________________________________________  Date
Contractor

Brown University Outage Checklist Approval:

__________________________________________  Date
Director of Operations or Director of Engineering