

M 01

*Revised 03/13/23***PLANNED INTERRUPTION OF UTILITY SERVICE****I. PURPOSE**

The purpose of this procedure is to define the tasks and responsibilities associated with any planned outage of a utility provided by the Utility Services Department (US). This procedure is only for outages that will affect UNM facilities.

II. GENERAL

The interruption of any UNM utility service has the potential to negatively impact students, faculty, and staff. Thus, outages of utility services must be properly planned and communicated to minimize or negate the impact.

Various entities may be involved with scheduling, preparing, or planning an outage, but only UNM Utility Services personnel are authorized to operate, start, stop, or otherwise alter Utility Services' equipment. Facilities Maintenance, Planning, Design and Construction (PDC) and Contractors may perform work during the outage, but only Utility Services personnel shall initiate or conclude isolation of utilities provided by Utility Services. Lastly, no outage shall be performed without adhering to the tasks in this procedure. Exceptions to these requirements may be made if there is an emergency situation such as a personnel injury, fire, flooding, etc.

III. PROCESS

1. Outage Request

1.1. A UNM employee managing work on campus identifies the need for an outage of utility services. The UNM employee (Requester) submits an FM work order for the outage. If the outage is on Utility Services equipment, then the process continues at 1.2. If the outage is on FM equipment, the FM SOP is followed.

1.2. The UNM employee completes section 1 of the outage request form (M 01a Planned Interruption of Utility Services) and sends it to the US Project Manager. Outage requests may be submitted via e-mail. The outage request must be submitted at least 11 calendar days prior to the proposed start date and must contain the following information:

Name and department of Requester	Scope of work to be performed
Point of contact for party conducting the work	Purpose/objective of the outage
Start date and time	End date and time

2. Review and Approval by Utilities

2.1. Upon receipt of the Outage Request, the US Project Manager and appropriate US Maintenance Supervisor shall identify the isolation points necessary to allow for the scope of work. The US Project Manager shall then determine the buildings that will be affected. The isolation points and

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the affected buildings are added to section 2 of the Outage Request,

- 2.2. The appropriate US Supervisor reviews the Outage Request with the US O&M Manager and the US Project Manager to insure completeness and adequate resources are available to support the outage. If during the review it becomes apparent that no buildings or facilities will be affected, it is not an outage and this procedure does not apply. However, the Areas where the work will take place should be notified.
 - 2.3. The US Operations and Maintenance Manager approves the Outage Request.
3. FM Notification and Confirmation
- 3.1. The US Project Manager submits the Outage Request to the FM Maintenance Manager and the FM Area Managers at least 10 calendar days prior to the requested start date. Outage Requests with less than 10 calendar days advanced notice must be approved by the Associate Director of Utility Services and the FM Maintenance Manager.
 - 3.2. The affected FM Area Manager(s) signs the Outage Request and returns it to the US Project Manager acknowledging receipt of the request and providing any comments or concerns in section 3. The response must occur as rapidly as possible to allow for final preparations and must include the “Contact Persons” for the affected areas if the contact person is someone other than the Area Manager.
 - 3.3. If the FM Area Manager(s) identifies serious consequences that will occur as a result of the outage, then he/she will contact the US Project Manager to assist in determining an alternative plan to avoid the consequences.
 - 3.4. The US Project Manager notifies UNM EHS to determine whether fire protection is compromised.
4. Communication/Preparation/Planning
- 4.1. After the outage has been confirmed, the US Project Manager communicates the confirmation in writing (email acceptable) to the following people:

Requester	US Project Manager	PDC
FM Area Managers	US Director	ITS Alarms
FM Director	US Associate Director	EHS
FM Maint. Manager	US O&M Manager	Electrical Inspector
FM AD of Engineering	US Water Supervisor	Mechanical Inspector
UNM Police Department	US Engineers	
 - 4.2. A pre-outage meeting with appropriate personnel will be scheduled by the Requestor. This meeting will review the scope of work and any safety preparations required for the work (burn permits, confined space permits, LOTO, etc.).
 - 4.3. EHS will determine the need for fire watches. They will schedule and communicate with the Requestor and affected FM Area Manager to ensure training and coverage is provided. The requesting party is responsible for implementing and funding the fire watch.

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- 4.4. Notification to the affected building(s) of the scheduled utility outage will be communicated to the building coordinators or contacts by the FM Area Managers.
- 5. Conducting the Outage
 - 5.1. Utility Services personnel perform the necessary isolations and arrange for the LOTO in conjunction with the affected FM Areas and the contractors, if any.
 - 5.2. The work is performed, and the US Project Manager is notified at the conclusion of the work.
 - 5.3. The appropriate US Supervisor, or designee, inspects the work performed for completeness and cleanliness.
 - 5.4. The appropriate US Supervisor, or designee, notifies the US Operations Supervisor on duty and the Contact Person of the affected FM Areas that the work is complete and that the system will be returned to normal.
 - 5.5. Utility Services personnel remove the LOTO, any permits issued for the work (burn, confined space, etc.), and return the system to normal.
- 6. Post-Outage
 - 6.1. Depending on the scope of the outage, a Post-Outage Review meeting may be held. This meeting is at the discretion of the Utility Services Managers and will cover such topics as lessons learned, work remaining, improved methods, etc.

IV. REFERENCES

None

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Responsible Parties: Utilities Operations and Maintenance Manager



Approved By: Director, Utility Services

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