

**UAB FACILITIES DIVISION
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR THE PREPARATION AND PROCESSING
OF UTILITY SHUTDOWNS AND CONNECTIONS**

PURPOSE:

To establish overall responsibilities and procedures for implementation of utility shutdowns and connections during construction or renovations and the process for payment for Maintenance personnel services.

RESPONSIBILITIES:

The Project Management Services Field Project Manager (FPM) or Design Build Services Construction Supervisor assigned to a project has primary responsibility for the implementation and coordination of established procedures for utility shutdowns and connections. If the assigned FPM/Construction Supervisor is not able to participate in the coordination of the utility shutdown/ connection, then the Project Manager assigned to the project will coordinate the Work.

PROCEDURES:

- 1.0 The Contractor completes a **Shutdown Request Form (+shtdown.pdf)** and transmits to the FPM/Construction Supervisor. E-Mailed Shutdown Requests are also accepted. The Shutdown Request Form (SRF) shall be submitted to the FPM/Construction Supervisor not less than fourteen (14) days prior to the actual disconnection or suspension of any electrical, plumbing or mechanical service, or other utilities as required.
- 2.0 The SRF shall contain the following information:
 - Name of person requesting service disruption
 - Date requested
 - Project name & number
 - Contractor/Contact person name and phone numbers
 - Utility service to be affected
 - Area of building affected by the stoppage
 - Reason for shutdown
 - Expected duration of time the service will be disrupted
 - Preferred time and date of shutdown
- 3.0 The FPM/Construction Supervisor transmits the SRF to the appropriate UAB Maintenance Department personnel. **Only UAB Maintenance Department personnel, as requested through Construction Services, shall do the cut-off of utility and auxiliary system services at UAB.**

- 4.0 Upon receipt of the SRF, the appropriate UAB Maintenance Department personnel may initiate a coordination meeting with the FPM or Construction Supervisor and the requesting contractor. The meeting will be set to verify the information requested on the SRF, review associated impact of requested interruption on building operations, and to finalize preparation for shutdown/suspension of service.
- 5.0 The Maintenance Department coordinates with Building Administrator and informs occupants of building by written notice of the pending utilities interruption.
- 6.0 Prior to the shutdown/suspension, the remainder of the SRF is completed by the UAB Maintenance Department personnel (time/date shutdown/suspension, proper notifications, signatures, tags, etc) and returned to the FPM or Construction Supervisor. The FPM/Construction Supervisor transmits a copy of the SRF to the requesting contractor.
- 7.0 The FPM/Construction Supervisor should be present during the actual shutdown/suspension to ensure successful coordination and verification of the Work.
- 8.0 Upon completion of the shutdown/suspension, Maintenance informs the Building Administrator and occupants of building, when appropriate, that all systems are fully operational.
- 9.0 The FPM/Construction Supervisor shall verify and document the SRF was completed within the fourteen (14) days as stipulated in the construction documents and document any time delays or problems associated with the actual procedures that may have taken place during the shutdown/suspension. The FPM/Construction Supervisor shall initial the completed SRF and send to Central File.
- 10.0 The FPM/Construction Supervisor shall maintain a record of all Shutdown Request Forms for the project and transmit to Central File upon closeout of the project.

(END OF PROCEDURES)