



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750

Effective May 9, 2005, Revised August 21, 2020

Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.008

Subject: Securing Campus Facility Utility, Water, HVAC, and Gas Entrance Valves

Purpose and Scope: To formalize Facilities personnel with non-emergency notification procedures for securing campus Utilities (Electrical, Gas, HVAC, and Water) to individuals in building or campus sections.

Procedures: Non-Emergency: If the craftsperson must secure any utilities to the buildings, notification of work must first be sent to the Work Control Center stating who, where, when, why and how long the work will be anticipated. The Work Control Center will notify departmental Director for approval. Once approved an e-mail notification will be sent to all building point of contacts. Work will be scheduled 48 hours in advance unless the situation becomes an emergency. All lockout/tag out procedures shall be followed in securing entrance valves.

Emergency: In case of emergency, secure the utilities, assess the situation, and provide preliminary information to Work Control Center. The information should include a) type of utility secured, b) the estimated time of outage, and (3) what building(s) are affected. Work Control will communicate the information to the appropriate Facilities Director and point of contacts via e-mail. If outage is expected to take more than (1) hour detailed information must be given to Director and Work Control Center to pass on to building occupants.

Note: Building Point of contact/Building Emergency Contacts upgraded quarterly.

Developed by: Facilities Maintenance

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