



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective September 8, 2006, Revised March 11, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.017

Subject: Securing Potable Water, Building 22

Policy: The following steps and descriptions are required to safely secure potable water at building 22.

A. Steps to shut down potable water are the following:

1. Secure power to all water-cooled compressors, freezers, refrigerators, ice machines, water heaters, and recirculation pumps.
2. Secure the entrance valve at the hot water storage tank and hot water circulating pump in room 106.
3. Secure hot water entrance valve located to far right of mechanical room supplying west side of facility in room 106.
4. Secure main entrance valve located to the right in room 106.
5. Drain water at area of repair.

B. Once repairs are made, the following are steps to return to normal operation:

1. Return all entrance valves to open position.
2. Flush entire system of air and debris secure any fixtures used to vent system.
3. Turn power on to all equipment.
4. Notify Work Control Center that the facility is back on line.

C. In case of EMERGENCY SHUT DOWN – notify supervisor and Work Control Center and proceed with above steps.



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