

UTILITY SHUTDOWN PROCEDURE

UNIVERSITY CONTACT:

Manager Operations Center
(302)831-1987

DESIGN REQUIREMENTS:

In order to provide the University community with thorough and timely notification of pending utility outages, the procedure detailed below shall be adhered to for all but emergency situations. Emergency situations are ones in which rapid action is required to shut off a utility service to prevent personnel injury, to ensure public safety, and/or to prevent significant damage to a building or equipment. For other than emergency situations, the University's policy is to make all reasonable efforts to minimize the impact any outage would have on the buildings occupants and operation, while at the same time avoiding project delays. To meet both of these goals, effective planning and communication are critical.

At least five working days prior to a proposed outage, notification must be made using the utility outage request form www.Facilities.udel.edu/admin/utiloutform.htm via the Project Manager. The notification must include the following information; the proposed date(s) and time, the location and areas affected, the utility to be shut off, the reason for the outage, a broader range of dates and times within which the outage could be scheduled in the event that the proposed date(s) are not feasible (if broader window is not possible, provide justification), and the name and telephone number of your organizations point of contact for scheduling.

The Facilities Operations Center will provide the Contractor via the Project Manager, with a response to your request no later than two working days prior to the proposed outage date. It is recommended that you not wait to provide the University with notification of pending outages, notification prior to the five working day limit would facilitate the process.

APPROVED MANUFACTURERS: N/A

DO'S AND DONT'S: N/A

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