Shutdown Procedure

Provide a valid WORK ORDER to initiate the processing of a Shutdown Notification

There are three levels of shutdown:

1. **Routine**, such as filter changes, fire alarm testing, emergency generator tests, fire sprinkler flow tests that are done on a repetitive, ongoing basis within Operations and Maintenance. Five working days notice, upon pre-approval from operations must be planned for and provided. Approval is required 24-hours in advance of commencement of the proposed work.

2. **Planned** are planned interruptions of normal services. Five working days notice, upon pre-approval from operations must be planned for and provided. It is recommended that for major shutdowns using more than one service or extending longer than 24 hours, that pre-planning with the trades involved is completed prior to submitting the request form.

3. **Emergency** shutdowns are completed immediately because the hazard presents a high risk to the safety of the building, equipment, occupants or research projects.

Procedure:

1. The originator completes the Shutdown Notification Form indicating the building and services involved; reason for shutdown; requested date(s), and time(s), and e-mails the form to Operations ([fo.shutdowns@ualberta.ca](mailto:fo.shutdowns@ualberta.ca)). The originator must include the buildings involved in the subject line of the e-mail. Notifications without a work order number will be rejected by Operations.

2. Operations will assess the notification to determine who needs to be informed of the shutdown, and whose approval is required before commencement of the shutdown. Notifications may be delayed if appropriate and adequate information is missing or needs further investigation. Upon pre-approval Operations will forward the Shutdown Notification to Maintenance Desk (M-Desk).

3. The M-Desk records the request (assigns a shutdown number) and date; forwards a copy to originator and selected departments indicated on the form by Operations. The 5 day notice begins at this point.

4. Upon review, selected departments will send their approval/denial/conditions to M-Desk. (Forwarding/reply instruction to be inserted here)

5. When approvals have been collected M-Desk will forward form to Operations for final approval.

6. Operations will give final approval/denial and send to M-Desk.

7. The M-Desk then records the shutdown as “Approved” and forwards a copy of the approved form to the originator, the party responsible for notifying the Control Centre, the Control Centre, and all reviewing parties.

8. If the Shutdown is cancelled at any point, a new form must be submitted to restart the process.