

Planned Outage & Construction Disruption Notifications

University Facilities (UF)
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Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for notification of campus when planned work will impact them.

Special Note: Planned outages/disruptions should be scheduled a minimum of three business days in advance of the outage/disruption event.

Purpose

Planned outages/disruptions should be scheduled to avoid a reduction in service or interruption of a facility's function. Reductions in service and interruption of function include, but are not limited to: power outages, loss of steam, shutting down HVAC systems, loss of water or use of sewage, removing elevator from service, road closure, and loss of parking. Significant reductions in service or interruptions of function will normally be scheduled at times other than normal work hours (evenings or early morning, weekends, holidays, or other times when the facility is vacant) to minimize the impact of the outage.

Procedure

1. Reduction or interruption of routine services or function should be identified.
2. Determine whether outage can be planned. If an outage is planned, skip to #4.



3. In the event of an emergency, outage details should be communicated to Facilities Outage Coordinator (FOC) in the quickest possible method. FOC prepares a notification and distributes to all affected persons, Chief Facilities Officer, and appropriate Director.
4. If an outage is planned, the requestor (a University Facilities employee) reviews the University Master Calendar <http://www.clemson.edu/calendar/main.php?view=month> to determine date of minimal impact.
5. The University Facilities requestor contacts the affected building/area primary *Building Security Coordinator(s)*, *alternate Building Security Coordinator(s)* and the appropriate Area Manager to determine if there is a scheduling conflict within the building.
6. The University Facilities requestor prepares and submits the Planned Outage & Construction Disruption Form on-line https://cufacilities.sites.clemson.edu/services/planned_outage. The form should include an outage and scope of work description, start/stop dates and times, service/functions to be interrupted, a detailed description of how the work affects building/area occupants (students/faculty/staff or public), worst-case scenario statement, and requester contact information (e-mail/phone) to be listed on notification.
7. FOC e-mails outage information to appropriate campus contacts and enters outage information on the Campus Events Calendar.