



The College of

WILLIAM & MARY

Office of the Associate Vice President for Facilities Management

P.O. Box 8795

Williamsburg, VA 23187-8795

757/221-2275, Fax 757/221-2254

DIRECTIVE: 720

Date: February 27, 2009 .

SUBJECT: Planned Utility Outages

PURPOSE: To establish procedures and define responsibilities for planned and emergency utility outages on campus.

CANCELLATION: None

POLICY:

Scope: This procedure defines the procedures and processes for scheduling and notifying appropriate organizations on campus of planned utility outages. This Directive applies to all elements of the Facilities Management (FM) Department.

Definitions and Timelines:

- Utility Outage – Any disruption to normal utility services to a building or series of buildings. Utility outages can be either planned or unplanned (emergency).
- Major Outage – A planned and scheduled utility outage that affects two or more buildings on campus. The *Utility Outage/System Testing Notification Worksheet* (Attached) must be submitted **at least two (2) weeks** prior to the date of the outage.
- Building Outage - A planned and scheduled utility outage that affects a single building on campus. The *Utility Outage/System Testing Notification Worksheet* must be submitted **at least five (5) working days** prior to the date of the outage.
- Any request not received within the above timeframes will be forwarded to the Deputy Director, Facilities Management for resolution.

Responsibilities:

Facilities Planning Design and Construction (FPDC) Project Managers (PM):

- Coordinate and schedule planned utility outages with appropriate contractors to meet timelines outlined in this Directive.
- Prepare and submit to Work Control a completed *Utility Outage/System Testing Notification Worksheet* within the time frames outlined in this Directive.

