Facilities

Notification Policy & Procedures Training

October 18, 2013

BSA Conference Room

Facilitators: Joe Rubio & Victoria O’Connor
<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Opening Comments:</td>
<td>Dave Riker</td>
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<tr>
<td>8:40</td>
<td>Training Overview</td>
<td>Joe Rubio</td>
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<td>8:45</td>
<td>Training</td>
<td>Joe Rubio/Victoria O’Connor</td>
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<tr>
<td>9:20</td>
<td>Questions</td>
<td>All</td>
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<tr>
<td>9:30</td>
<td>Recap &amp; Adjourn</td>
<td>Joe Rubio</td>
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Notification Policy/Procedures

Training:

- Communication Policy for Notification of Facilities Related Emergency and Non-Emergency Events and Activities
- Communication Procedure for Facilities Related Non-Emergency Events and Activities
  - Non-Emergency Notification Request Form
  - Amended Non-Emergency Notification Request Form
- Communication Procedures for Facilities Related Emergency Events and activities
Communication Policy for Notification of Facilities Related Emergency and Non-Emergency Events and Activities

• **Purpose:** Establishes protocol for notifying the university community of Facilities related emergency and non-emergency events and activities

• **Policy:** Formally notify the university community of emergency and non-emergency events that impact daily operations

• **Procedures:** Notify the university community through town-hall meetings, email, telephone, website, signage and other available medium

• **Responsibility:** AVPF or designee is responsible for approving all formal notifications
Communication Procedure: Non-Emergency Events and Activities

• Purpose: Establishes procedure for notifying the University community about Facilities related non-emergency events and activities

• Procedures: Staff will complete a Non-Emergency Notification Request Form for processing
  
  • Non-capital projects: No later than 9 calendar days prior to event or activity
  
  • Capital projects: No later than 7 calendar days prior to event or activity

• Facilities staff is responsible for project signage
Processing/Posting Notifications

Processing:

• Customer Services processes for AVPF review/approval

• Once approved by AVPF, it will be returned to Customer Services for posting (send to occupants/media); approval may require additional information

Posting:

• Internal approval (Facilities staff including project managers, managers, supervisors, leaders, Work Control, Operations and UPTD, OIT and Safety) is sent out via email

• External approval (building occupants and/or media)
Non-Emergency Notification Request Form

**What:** Event, action, activity or scope of work

**Where:** Location the event will take place

**When:** Date(s) and time(s) of event

**Why:** Describe activities and reason it needs to occur

**Who:** Affected parties, buildings, etc.

**Supplemental Information:** Coordination and drawings
Supporting documents:

Supporting documents including drawings: All supporting documentation must be electronically processed (see following examples)
Handwritten drawing:
Electronic drawing:

Tobin Avenue Shut-down to One Lane (between cones - west bound lane) from August 15, 2013 – August 16, 2013

- Cones
- Visitor's Booth
- Remove portion of concrete island
- Drop Off Area
- Roundabout
- TAG
Handwritten drawing:
Electronic drawing:
Amendments and Cancellations

Amendments:

Amendments to an approved request requires submission of a Facilities Amended Notification Request Form

Cancellations:

Temporary and indefinite cancellations require an email submission to Customer Services
Amended Non-Emergency Notification Request Form

**What:** Event, action, activity or scope of work that is being amended

**Where:** Location the event will take place

**When:** Amended date(s) and time(s) of event

**Why:** Explain reason for amended work, schedule, dates, times, etc.

**Who:** Affected parties, buildings, etc.

**Supplemental Information:** Amended coordination and drawings
Communication Procedure: Emergency

Communication Procedure for Facilities Related Emergency Events and Activities

- Purpose: Establishes procedure for notifying the University community about Facilities related emergency events and activities

- Procedures - Tri-Campus:
  - Contact Facilities Work Control to report an emergency
  - Work Control dispatches staff/trades and reports the emergency to Customer Services, director/assistant director of Operations and Maintenance and maintenance leader (if at DTC/ITC)
  - Customer Services processes an emergency notification for posting and dissemination to university community
Questions

CONSTRUCTION UPDATES!
Recap - Adjourn