

Effective 1/02/96

## PROCEDURE

Authority: RCW 28B.35.120  
Approved: President's Council 1/02/96  
Business & Financial Affairs Handbook

### **PRO U5000.03A-- BUILDING CLOSURE PROCEDURES\*\***

***These procedures will be used when utilities, including life-safety systems, are shut down in all or major parts of a university building for extended periods of time because of maintenance or construction activities.***

Action By

Action

The Building Closure Procedures will be used when utilities, including life-safety systems, are shut down in all or major parts of a building for extended periods of time because of maintenance or construction activities. The scheduling process for building closure involves contact of persons in the building and incorporation of pre-established program needs into the schedule. Every effort for accommodation will be made.

If the accommodation for building programs or schedules cannot be incorporated into a schedule to close a building, e.g., the building close is controversial, agreement will be jointly made within the Business and Financial Affairs Division by the Project Manager, Director of Physical Plant, Chief of University Police, Director of Risk Management and Director of Environmental Health and Safety regarding the need to close the building.

This recommendation will be brought to the Vice President for Business and Financial Affairs, who will follow the University's Building Closure Policy. Once approval or consensus is reached, the following notification process will be implemented.

\*New Title/New Procedure

## **NOTIFICATION PROCEDURES**

*Action By*

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### **PHYSICAL PLANT STAFF**

At least three weeks prior to closure, Physical Plant staff will publish a notice in the *FAST* and *The Western Front* with dates, times and the reason for closure, including the name and telephone number of the Project Manager. To the extent feasible, coordination will occur with programmatic and academic areas to provide alternative scheduling plans so they may be incorporated into the notification.

### **PHYSICAL PLANT STAFF**

Physical Plant staff will send similar written information to all possible affected departments with specific instructions to disseminate. Copies will also be provided to: Public Safety; Public Information; Physical Plant Maintenance and Work Control Center; Mail Service; Space Administration; University Residences; Risk Management; Environmental Health and Safety; and, the building manager (as applicable).

### **LOCK SHOP**

Whenever feasible, the Lock Shop staff will plug all outside doors that are not needed by the construction crew or the Physical Plant.

### **PHYSICAL PLANT**

Physical Plant staff will post all entrances to the building at least one week prior to shutdown. Included will be the dates, times, reason for closure, a warning against trespassing, contact persons in case of emergency, and location of contractor's entrance. Alternative scheduling plans will be posted, if feasible.

### **PHYSICAL PLANT STAFF**

Physical Plant staff will ensure communication regarding problems or concerns by copying the Project Manager, Director of Physical Plant, Chief of University Police, Director of Risk Management and Director of Environmental Health and Safety.

### **EMERGENCY CLOSURES**

Emergency closure, including closure for equipment failure, will proceed upon verbal approval. Notifications may be by phone or fax as described in #2 above, as soon as possible.