

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 08.03: Emergency Generator Operation
Central Heating & Cooling Plant (CHACP) II

DATE: December 2, 2009

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP\OP) is to establish procedures for CHACP II operators to follow for supervisory and engineering support and communications when the emergency generator is operating.

REVIEW

This PP\OP will be reviewed in July of each odd numbered year (ONY) by the director – utilities with recommendations forwarded to the managing director – physical plant.

POLICY/PROCEDURE

1. General Policy

The CHACP II operator will notify the plant operations department of the Health Sciences Center (743-2006) and University Medical Center (775-9241) any time the emergency generator starts on an unscheduled basis. The operator will determine the reason for the run and alert the appropriate operations personnel concerning the emergency condition. The Operations superintendent and Operations foreman of CHACP II will also be notified of the unscheduled start.

2. After-hours Generator Run/Difficulties During Test Operation

a. For all problems with the performance of the generator the operator will notify:

- (1) Utility Operations Superintendent
- (2) Utility Plant II Operations Foreman
- (3) Utility Maintenance Supervisor

All phone numbers can be found in the emergency phone list located in the CHACP II control room.

b. If the superintendent and/or foremen cannot be contacted, notify:

- (1) Director for Utilities
- (2) Physical Plant Electrical Engineer (David Naugher 721-0048)
- (3) Designated CHACP II manager listed in the Plant Night Orders.

- c. If the Electrical Engineer cannot be contacted, notify:

Associate Director – Physical Plant Engineering Services

- d. If trouble develops with the generator control system that is beyond the abilities of Physical Plant personnel and additional assistance is required, contact:

- (1) Contact Utilities purchasing personnel
- (2) Stewart & Stevenson Services, Inc. -Houston ((800) 234-5550),
- (3) Lubbock Electric Company (744-2336), or
- (4) Brandon & Clark, Inc. (747-3861).

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>
Director – Utilities	Review	July (ONY)

APPROVED: _____
Reviewer

APPROVED: _____
Managing Director – Physical Plant