

SUBJECT: Facilities Operations/ Utilities and Energy Services Division of Responsibility Procedure	Effective Date: 9/1/2015	Procedure Number: FS 2015 UES0002	
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	Responsible Authority: Director, Facilities Operations Director, Utilities & Energy Services		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to the Facilities Operations and Utilities and Energy Services departments, and the Office of Instructional Resources.

PROCEDURE STATEMENT:

This procedure defines the division of responsibilities between Facilities Operations (FO) and Utilities and Energy Services (UES). In order to provide a seamless and timely transfer of work from one department to the other, this procedure will function as the governing document providing direction as to which department is responsible for the operations and maintenance of the equipment listed below. In some cases, the responsibility is exclusive to one department. With certain types of equipment, the responsibility is divided based on voltage (50V and less or greater than 50V). In other cases, the responsibility is divided between mechanical equipment (pumps, valves, piping, ductwork, etc.) and controls. A Support Request Procedure is also included to provide a process for each department to request support from the other.

DEFINITIONS:

DDC: Direct Digital Control

DX: Direct Expansion

HEPA: High Efficiency Particulate Air

RO/DI: Reverse Osmosis/De-Ionized

PROCEDURES:

HVAC Systems:

1. Utilities and Energy Services is responsible for operation and maintenance of the following HVAC controls components to support environmental indoor air quality:
 - a. Actuators (all voltages)
 - b. Air flow stations
 - c. Building automation system software
 - d. Communication cable
 - e. Controllers
 - f. Controller cabinets
 - g. Control transformers
 - h. Computers
 - i. DDC temperature sensors
 - j. DDC thermostats (networked)
 - k. Fume hood air flow sensors
 - l. Fume hood controllers
 - m. Fume hood sash position sensors
 - n. Fume hood stand-alone alarm monitors
 - o. Low voltage relays and contactors
 - p. Low voltage wiring/conduit
 - q. Pneumatic control systems (including actuators, excluding air compressors)
 - r. Power supplies
 - s. Sensors
 - t. Terminal units:
 - i. Actuators
 - ii. Air flow switches
 - iii. Air tubing
 - iv. Controllers
 - v. DDC temperature sensors
 - vi. Transducers
 - vii. Transformers
 - viii. Velocity sensors
 - u. Transducers

2. Facilities Operations is responsible for operation and maintenance of the following HVAC equipment and components in their entirety (unless specified otherwise):
 - a. Air compressors
 - b. Air handling units
 - c. Boilers (including internal controls)
 - d. Combination starter/disconnects
 - e. Cooling and heating coils
 - f. Ductwork
 - g. DX equipment (including internal controls)

- h. Fans
 - i. Fire dampers
 - j. Fire/smoke dampers (shutter type with mechanical parts only)
 - k. Flexible connectors
 - l. Gauges (pressure, temperature, etc.)
 - m. Heat exchangers
 - n. Insulation
 - o. Piping
 - p. Pumps
 - q. Refrigeration equipment (walk-in coolers)
 - r. Refrigerated water fountains
 - s. Stand-alone air-cooled chillers (including internal controls)
 - t. Stand-alone DX thermostats and wiring
 - u. Terminal unit components:
 - v. Valves/fittings
 - w. Variable frequency drives (VFD)
 - x. Volume dampers
 - i. Blower housing
 - ii. Cabinet
 - iii. Cleaning
 - iv. Damper and shaft
 - v. Fan impellers
 - vi. Filters
 - vii. Heating coils
 - viii. High voltage contactors
 - ix. High voltage wire
 - x. Insulation
 - xi. Motors
3. Variable Frequency Drive (VFD) Issues:
- a. Due to the higher voltages present, VFDs are considered out of the UES scope and should not be serviced by UES personnel.
 - b. Exception: In certain limited cases, such as a blown fuse, UES may attempt a VFD repair if the control technician believes that he or she can get the unit up and running safely in less than 30 minutes.

Fire Alarm Systems

- 1. Facilities Operations is responsible for fire alarm systems, to include control panels, wiring, conduits, devices such as area smoke detectors, magnetic door holders, heat detectors, fire alarm relays, duct smoke detectors, and any fire smoke damper actuators directly connected to the fire alarm system wiring.
- 2. Utilities and Energy Services is responsible for secondary low-voltage circuits switched by fire alarm relays, to include low voltage wiring on the switched side of the fire alarm relay, conduits, transformers, and fire/smoke damper actuators present on these secondary circuits.

Lighting Systems:

1. Facilities Operations is responsible for the operation and maintenance of the lighting controllers (Lutron, Crestron, etc.), fixtures, conduit, wire, electrical panels, circuit breakers, and transformers.
2. The Office of Instructional Resources (OIR) is responsible for operations and maintenance of stage and podium lighting controls.

Laboratory Equipment:

In general, equipment that is integral to the building is the responsibility of Facilities and Safety unless a specific agreement is reached between research departments and Facilities and Safety. Lab equipment that is NOT maintained by Facilities and Safety includes (but is not limited to):

1. Animal health monitoring systems
2. Autoclaves and sterilization equipment
3. Bio Safety cabinets (stand-alone as well as those connected to building exhaust ductwork).
4. Cage washers
5. Furniture
6. Gas manifold systems
7. Laser tables
8. Liquid and gaseous nitrogen systems (including piping)
9. Peripheral/portable research equipment
10. Point of use HEPA filters
11. Portable chillers and heat exchangers
12. Refrigerators
13. RO/DI water systems
14. Subzero freezers
15. UPS systems
16. Washers/dryers

Support Request Procedure:

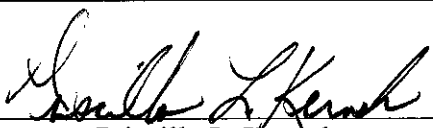
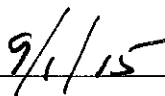
Requests by FO for planned and scheduled UES support:

1. The Zone Supervisor will contact the Zone Scheduler to create a new UES support phase in AiM, with NEW status and ROUTINE priority.
2. The Zone Supervisor will contact the UES Supervisor via e-mail or phone with a proposed date and time for UES support, as well as the type of work requested and the work order number.
3. The UES Supervisor will verify control tech availability and assign an individual or team to respond, or propose an alternate date and time if necessary.
4. The UES Supervisor will confirm the date and time with the Zone Supervisor.

5. The Zone Supervisor will contact the Zone Scheduler and inform him or her of the agreed-upon UES support date and time so that the AiM schedule can be updated.
6. Notes will be entered into the appropriate phase and steps 2-5 will be repeated in the event of a cancellation by either party.

Requests by UES for planned and scheduled FO Zone Maintenance support:

1. The UES Supervisor will create a new Zone Maintenance support phase in AiM with NEW status and ROUTINE priority.
2. The UES Supervisor will contact the Zone Supervisor via e-mail or phone with a proposed date and time for FO Zone Maintenance support, as well as the type of work requested and the work order number.
3. The Zone Supervisor will verify HVAC Mechanic availability and assign an individual or team to respond, or propose an alternate date and time if necessary.
4. The Zone Supervisor will confirm the date and time with the UES Supervisor.
5. The Zone Supervisor will contact the Zone Scheduler and inform him or her of the agreed upon Zone Maintenance support date and time so that the AiM schedule can be updated.
6. Notes will be entered into the appropriate phase, and steps 2-5 will be repeated in the event of a cancellation by either party.

Approved By:	Date Approved:
 <hr style="width: 80%; margin: 0 auto;"/> Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 <hr style="width: 80%; margin: 0 auto;"/> 9/1/15