

SUBJECT: Facilities & Safety Event Calendar Procedure	Effective Date: 3/6/12	Procedure Number: FS 2012 RM0007	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all A&P, USPS and, where applicable, OPS employees within the Facilities & Safety section of Administration & Finance (Facilities and Safety, Environmental Health & Safety, Facilities Operations, Facilities Planning and Construction, Landscape & Natural Resources, Sustainability & Energy Management, Emergency Management, and University Police).

PROCEDURE STATEMENT:

All Facilities & Safety personnel will complete the online Event Calendar located at http://www.fo.ucf.edu/WMC/calendar4/vcalendar_esp/login.asp for all work conducted during other than normal work hours that requires WCC notification and/or assistance.

DEFINITIONS:

- a) CMMS: Computerized Maintenance Management System
- b) Event: All work conducted during other than normal work hours that will require WCC notification and/or assistance
- c) Event Calendar User: Any Facilities and Safety Personnel who schedule events and/or after-hours contractor work
- d) Normal Working Hours: Monday thru Friday, 7:00 AM to 3:30 PM (excluding holidays)
- e) SMWD: Senior Maintenance Worker/Dispatcher
- f) WCC: Work Control Center

PROCEDURES:

1. CMMS Administrator

The CMMS Administrator will:

- a. Assign user IDs and passwords to all personnel who require the ability to sign on to the Event Calendar to schedule events or report after-hours work.

- a. Assign user IDs and passwords to all personnel who require the ability to sign on to the Event Calendar to schedule events or report after-hours work.
- b. Provide training to Event Calendar end users as required.

2. Event Calendar User

The Event Calendar user will:

- a. Schedule events at http://www.fo.ucf.edu/WMC/calendar4/vcalendar_esp/login.asp.
Some of the events that need to be on the Event Calendar are:
 - i. Contractors performing work outside of normal working hours (This is required whether or not WCC SMWD assistance is needed, so that the WCC is aware of work being conducted on campus.)
 - ii. Scheduled utility outages (power, water, etc.)
 - iii. All shop on-call contacts
 - iv. Any work to be performed by Facilities Operations, Sustainability & Energy Management, or Landscape and Natural Resources personnel outside of normal working hours
- b. Include in the calendar the following:
 - i. For Contractors:
 1. Name of Contractor
 2. Time and location work will be conducted
 3. What assistance WCC needs to provide (unlock doors, etc.)
 4. Project Manager contact information in case issues arise
 - ii. For scheduled utility outages:
 1. Period the outage will occur
 2. Reason for outage
 3. Contact information in case issues arise

ANY UTILITY OUTAGE NOT SCHEDULED IN THE EVENT CALENDAR WILL BE TREATED AS AN EMERGENCY SITUATION.

iii. For on-call:

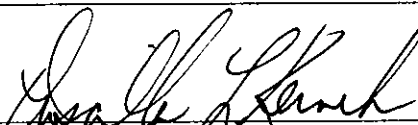
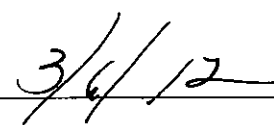
1. Name of shop
2. On-call name and number

iv. For work being done by Facilities & Safety employees:

1. Name of shop performing work
2. Name of supervisor in charge of work
3. Scheduled start and completion times
4. Location of work

3. WCC Supervisor/SMWD

- a. At the start of each shift, the WCC Supervisor/SMWD will review the Event Calendar for the day to determine what events are scheduled and whether WCC assistance is required.
- b. During the WCC shift, if the SMWD cannot correct or neutralize a problem, or if, in his or her opinion, additional assistance is required, he/she will proceed to **Facilities Operations Procedure GPP0022 – Work Control and On-Call Procedures for Other than Normal Working Hours** and follow instructions for assistance as provided in that procedure.
- c. If a Contractor reports to the WCC requesting assistance and the work was not pre-scheduled in the Event Calendar, the WCC Supervisor/SMWD will ask the Contractor to contact the Project Manager and ask him/her to call WCC. Contractors will not be assisted without pre-scheduling by the Project Manager unless the Project Manager calls the WCC and gives verbal approval.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	 3/6/12