

Building Occupant Notification Procedures

Summary

Plant Operations has formalized a notification process for building closure or building maintenance that will cause a major impact on occupants.

Purpose

The purpose of this document is to describe the notification procedures for building closure or building maintenance that will cause a major impact on occupants.

Policy

Advance notice should be given to building occupants when possible, unless an unforeseen emergency has occurred.

Procedures

Please follow the following steps in notifying building occupants.

1. Any Plant Operations Director, Manager, Supervisor, or Assistant/Secretary shall communicate any interruption in normal building conditions to the building occupants through the building occupation notification procedure in the Plant Operations office.
2. Notifier shall send an email to Plant Operations office with the message and the building to be notified.
3. Give plenty of time for notices to go out to occupants (a minimum of two weeks would be preferable). Notice will be sent out upon receipt and again two (2) days prior to the date of closure, shut down, etc.
4. Building occupants and Plant Operations Director, Manager, Supervisor, Assistant/Secretary, Director and Assistant Director of AES, Director of EH&S, Vice President of Business and Finance, and the Dean/Chair/Secretary of the Department/Building will be notified of any building closures, or significant utility outages due to planned preventative maintenance, maintenance, or problems.
5. All notifications shall be through email groups, which are kept current by the Plant Operations office for this purpose.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations