1.0 PURPOSE

To ensure that proper and timely notification to all affected parties has been accomplished before a scheduled power outage.

2.0 GENERAL

Advance notification is to be made to all interested parties that will be or could be affected by a scheduled power outage.

3.0 PROCEDURE

3.1 PRE-PLANNING

(a) The notification of interested parties should take place at least (5) working days in advance of the outage.

(b) Notification should be accomplished through direct contact or phone conversations with each interested party and followed up with an email.

(c) It will be the responsibility of the Building Coordinator to notify the appropriate building personnel and programs of the outage.

(d) It is the responsibility of the Contracting Officer's Technical Representative (COTR) working along with the Building Coordinator to schedule the power outage so as to cause minimal interference with research experiments or procedures that are taking place within the building or area that will be affected by the power outage.

(e) The COTR will start the notification process by contacting the Building Coordinator and all other affected shops and informing them of the need for a power outage. After a date, time and duration for the outage have been agreed upon, the COTR will notify the following departments:

1. Facilities Maintenance and Engineering Electric Shop, x5409
    a. Building electrical systems
2. Frederick Cancer Research Development Center Local Area Network Office, x5797
    a. Building local area network systems
3. Facilities Maintenance and Engineering Instrument Shop, x5412
    a. Fire alarm systems
    b. Building Cardkey security systems
    c. Building automation systems
    d. Building scientific alarm systems
    e. Building intercom systems
4. Facilities Maintenance and Engineering HVAC Shop, x5411
    a. Building HVAC systems
    b. Building refrigeration systems and equipment

5. Facilities Maintenance and Engineering Telephone Shop, x1600,

   a. Building telephone systems
6. Frederick Cancer Research Development Center Protective Services
   a. Building Cardkey security systems
7. Facilities Maintenance and Engineering Pipe Shop, x5614
   a. Building steam condensate return pumps
   b. Building sump pumps
8. Facilities Maintenance and Engineering Millwright Shop, x5410
   a. Building air compressor systems
   b. Building process waste systems
9. Ft. Detrick Fire Department, x2528
   a. Building fire alarm system
10. Department of Defense, x7114
   a. Building Fire Alarm System

(f) The COTR shall assure that a Hazard Analysis has been performed by the subcontractor in accordance with N.F.P.A. 70E, identify the Flash protection boundary, the limited approach boundary and the restricted Approach boundary.

(g) Should an outage be required on the exterior high voltage power circuit it shall be coordinated and scheduled through the United States Army Garrison Outside Line Shop. A trouble call needs to be made to the United States Army Garrison Outside Line Shop through the Facilities Maintenance and Engineering Trouble Call Desk, x1068. The United States Army Garrison Outside Line Shop will contact the requestor upon receiving the service request.

3.2 PRE-OUTAGE CHECKS

(a) The COTR will ensure the subcontractor has completed the Energized Electrical Work Permit (see attached copy on page 4), for any portion of work that will be performed while energized. Also verify that all parties have been notified and that the outage begins on time.
(b) For buildings with elevators that will be affected, the COTR will ensure that building elevators are not in use. It is the responsibility of the Building Coordinator to provide signage for the elevators.
(c) If the power outage will affect the operation of the building steam condensate return pumps, arrangements will have to be made to provide a stand-by pump to redirect the condensate to a site drain.
(d) If the building air compressors or vacuum pumps will be affected, check with the FME O&M Millwright Shop to ensure that it will not affect compressed air service to other buildings.

3.3 POST OUTAGE CHECKS

(a) The COTR will ensure that the outage does not last significantly longer than originally agreed upon. If unforeseen circumstances arise the COTR will immediately notify the Building Manager.
(b) After power-up the COTR will ensure that the subcontractor checks all affected electrical loads for the return of electrical power.
(c) The COTR will ensure that the subcontractor checks all affected motor loads for proper phase rotation.
(d) The COTR will ensure that the subcontractor checks all life safety and security systems for the return of electrical power.

ENERGIZED ELECTRICAL WORK PERMIT

PART I: TO BE COMPLETED BY THE REQUESTER:

Job/Work Order Number_____

(1) Description of circuit/equipment/job location: _____
_____

(2) Description of work to be done: _____
_____

(3) Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage: _____
_____

_____ _____
Requester/Title Date

PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS *DOING* THE WORK:

Check when Complete

(1) Detailed job description procedure to be used in performing the above detailed work: _____ ☐
_____
_____

(2) Description of the Safe Work Practices to be employed: _____ ☐
_____

(3) Results of the Shock Hazard Analysis: _____ ☐
_____

(4) Determination of Shock Protection Boundaries: _____ ☐
_____

(5) Results of the Flash Hazard Analysis: _____ ☐
_____

(6) Determination of the Flash Protection Boundary: _____ ☐
_____

(7) Necessary personal protective equipment to safely perform the assigned task: _____ ☐
_____

(8) Means employed to restrict the access of unqualified persons from the work area: _____ ☐
_____

(9) Evidence of completion of a Job Briefing including discussions of any job-related hazards: _____ ☐
_____

(10) Do you agree the above-described work can be done safely? ☐ Yes ☐ No (If *no*, return to requester)

_____ _____
Electrically Qualified Person(s) Date

_____ _____
Superintendent Date