

POLICIES AND PROCEDURES Effective Date: Sept 2, 2003	Title: Appendix 3.5. L: Domestic Water Loss	Page: 1 of 2
	Originating Department: Facility Management & Operations Affected Department: Maintenance	Approved: Revised Date:

OBJECTIVE:

To establish levels of responsibility and operating procedures in the case of partial or complete loss of potable water to the Facility.

POLICY:

The Fresh Water system for the Facility will be maintained in accordance with all local and Provincial Plumbing Codes. The Facility Management & Operations (FMO) Department will keep a current set of record(s) to document the maintenance, testing and repair of the plumbing system(s) throughout the Facility.

PROCEDURE:

Fresh water (potable water) is supplied to the Facility via City Water Main(s).

The location of each of the water main(s), water meter(s), and main water shut off valve(s) shall be documented and kept updated as part of an attachment to this procedure.

Blueprints of the domestic water system are on file in the FMO Department.

A list of essential equipment must be considered for the Facility and the consumption and inventory of this essential equipment shall be recorded as an attachment to this plan.

Systems that will be affected due to a loss of potable water will be, but not limited to:

- Drinking water fountains
- Sinks
- Toilets
- Boilers
- Cooling Tower make up water

When any component(s) of the water supply system fails, the following steps will be taken to assure prompt resumption of service with minimal impact on normal operations.

1. When low or loss of city water pressure occurs, the following procedures will be implemented:
 - a. Notify City Water Department at ???-???-????
 - b. Notify the FMO Supervisor/Project Manager
 - c. Implement the Domestic Water Loss Procedure
 - d. Notify Facility Administration
2. Contact the Fire Department at 911 and inform them of the areas affected by the water outage. Also, request assistance if it becomes necessary to use fire hydrant supplied water.
3. Inform the Operator or Call Center of the situation in case inquiries are made of the switchboard operators.
4. Call Centre/operators are to inform tenant of the low or loss of potable water and ask for co-operation in reducing or eliminating the use of potable water.

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5. Assess the conditions relating to the low or loss of water pressure to the Facility and try to determine how long the Facility will be without water.
6. Turn off all non-essential use of water within the Facility, including but not limited to the ground irrigation systems.
7. If loss of water is expected to continue for longer than 5 hours, the Disaster Water Plan should be implemented.
 - a. Contact ??????? to supply the Facility with fresh water in one gallon containers, five gallon containers, and 1,800 gallon water trailer trucks.
 - b. In the event that ???????'s water supply is disrupted at the same time as the Facility's supply, the City of xxxxxx Emergency Management Office (xxxxxx) will supply water trailer trucks. This source can provide up to 17,000 gallons a day, if needed.
8. Drinking water will be delivered to the floors by FMO personnel until service is resumed.
9. Consider certain washrooms on lower levels to be used by tenants and via water truck and temporary pump, establish partial water to these designated washrooms for use by tenant or arrange for portable toilets to be delivered to the site to be used by tenant until potable water service is restored.
10. After repairs are made and the system is operating properly, notify affected departments and monitor areas.
11. Maintenance will record the failure in the FMO Daily Journal.
12. Written reports of major interruptions will be provided the Safety Committee

ATTACHMENTS: