

POLICIES AND PROCEDURES Effective Date: Sept 2, 2003	Title: Appendix 3.5. J: Natural Gas Failure	Page: 1 of 2
	Originating Department: Facility Management & Operations	Approved:
	Affected Department: Maintenance	Revised Date:

OBJECTIVE:

To outline the steps to be taken in the event of a natural gas failure to the Facility.

POLICY:

The natural gas system at the Facility will be maintained in a state of good repair at all times. The Facility Management & Operations (FMO) Department will keep all-necessary records to document the required maintenance to the gas system throughout the Facility.

DEFINITION:

Natural gas is provided to the Facility by Public Service (??). The following areas or systems are affected:

Equipment & Systems

1. Main Heating Boilers
2. Domestic Hot Water Heating
3. Emergency Generators

Areas

1. Laboratory

PROCEDURE:

1. FMO Department shall keep and up to date list of gas shut of valves, gas isolation valves and valve locations within the facility.
2. Each FMO Department personnel shall be familiar with the location of all gas shut off and isolation valves within and serving the Facility.
3. Should the supply of natural gas be interrupted, call/recall:
 - a. Project Manager or Supervisor
 - b. Project Manager or Supervisor will contact the City Public Service @ x-xxx-xxx-xxxx
4. In case of leaks; Isolate all leaks by turning off area gas valves. If the leak cannot be isolated, the main gas valve will be turned off.
5. Notify the Fire Department in the case of major leaks and problems exists relative to valve isolation.
6. Project Manager or FMO Department Supervisor will inform Site administration of the situation.
7. Assess how long the essential systems may be without gas and if weather conditions exist such that water system can potentially freeze begin procedures to drain systems to protect from freeze up and/or initiate disaster plan for temporary heat source(s).
8. If boilers are dual fuel, and gas is to be interrupted for such a time as to adversely affect the temperature of the Facility such that systems will begin to freeze or occupant comfort is compromised, initiate switch over procedures to oil.

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9. After repairs are made and equipment is operating, notify affected departments and monitor all areas.
10. FMO Department will record the failure in the Daily Journal & Computerized Maintenance Management Software (CMMS).
11. A written report of major system interruptions will be provided to the Safety Committee and the Client.
12. Blueprints of the natural gas system are to be kept up to date and on file in the FMO Department.

ATTACHMENTS: