

SECTION 01 73 05

UTILITY INTERRUPTION – MECHANICAL, ELECTRICAL, PLUMBING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing the shutdown of mechanical, electrical, and plumbing services for proper notification of all impacted by the shutdown.
- B. Requestor to fill out a Utility Interruption/ Shutdown Request form. Link to form:
https://ucdenverdata.formstack.com/forms/utility_interruption_shutdown_request_form
- C. Utility Interruption/ Shutdown Requests must be submitted in advance per the following time periods:
 - 1. Requests for minor outages (**determined by severity of impact**) must be submitted to the Outage Coordinator seven (7) working days prior to the requested start date.
 - 2. Requests for major outages (**determined by severity of impact**) must be submitted to the Outage Coordinator thirty (30) working days prior to the scheduled outage.
- D. After the Outage Coordinator receives a Utility Interruption/ Shutdown Request form, a PDF version will be forwarded to the appropriate University representative for submission approval.

PRODUCTS (Not Used)

PART 2 - EXECUTION

2.1 COORDINATION

- A. University staff will coordinate and announce internally to all impacted areas.
- B. Contractors & Subcontractors requesting outages must be present at the specified time identified in the approved outage request to initiate the start of the outage. If contractors are not present, the outage may be postponed.
- C. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to the manufacturer for replacement.

END OF SECTION 01 73 05



Facilities Management

UTILITY INTERRUPTION/ SHUTDOWN REQUEST FORM **GUIDELINES**

1. Requests for minor outages (**determined by severity of impact**) must be submitted to the Outage Coordinator seven (7) working days prior to the requested start date.
2. Requests for major outages (**determined by severity of impact**) must be submitted to the Outage Coordinator thirty (30) working days prior to the scheduled outage.
3. After receiving both the Utility Interruption/ Shutdown Request Form and the Utility Interruption/ Shutdown Method of Procedure, the Outage Coordinator will create an outage file and begin coordinating the request.
4. After the outage has been successfully coordinated, and approved, the Outage Coordinator will send out the approved outage notice, create a meeting reminder for facilities staff, and send out the MOP followed by a Campus Announcement.

When an Outage is requested without the benefit of the minimum advance notice (7 days for a minor outage - 30 days for a major outage), **the Outage Coordinator will request that the Project Manager and Contractor still submit an adequate Method of Procedure (MOP) for the outage.** The requester will be responsible for distributing notices to the occupants of any and all affected area(s). The requester will also distribute a copy of the Outage Posting and a copy of the MOP to the Contractor and/or person performing the outage. The requester will then send, via email, the names of all the people they have distributed notices to, as confirmation to the Outage Coordinator.
ANY AND ALL DISPUTES WITH THE OCCUPANTS OF THE AFFECTED AREA(S) WILL BE RESOLVED BY THE REQUESTER.

In case of an EMERGENCY, contact the CSC at 303-724-1777