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4.5.2 There are established systems and processes for maintaining physical and academic support facilities: (laboratory, library, sports facilities, computers, classrooms, etc.)

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MAINTENANCE DEPARTEMENT

Standard operating procedure - SOP

MAINATENANCE DEPARTMENT - STANDARD OPERATING PROCEDURE - ELECTRICAL- PLUMBING - CARPENTRY

Power Shut Off for Emergencies.

Emergency situations may require mandatory shut off of power for University areas to ensure the safety of persons on campus.

1. If a campus emergency occurs (flood, wind etc.) the Electrical Superintendent will authorize the power to a building or area to be shut off.

2. First Responders will examine the situation once power has been shut off.

3. Once the situation is assessed and deemed safe to reinstate power to the University area, power will be restored as soon as possible.

4. This procedure does not replace the emergency procedure outlined in FM Policy 601.

Transformer Maintenance

1. Transformers are expected to be used to their fullest capacity and lifetime. They will be replaced or repaired as necessary upon , evaluation by the Electrical Superintendent or designee.

2. The Electrical Superintendent will determine if a replacement, repair or upgrade performed by electricians is feasible.

3. If a transformer must be replaced, the Electrical Superintendent will notify the Director of Plant Operations and proceed through the appropriate purchasing channels using a contractor.

4. An appropriate work request will be created for assessments and in house work performed.

Generator Maintenance:

Before Starting

i. Check the engine oil level.

ii. Visually inspect the generator (hoses, belts, etc.).

iii. Ensure that cooling water intake is open.

iv. Visually inspect the cooling water strainer and clean if necessary.

v. Inspect the Heat Exchanger zinc anode (once per month).

vi. Always run the engine compartment blower for at least 5-minutes prior to starting the generator or main engines.

vii. Always make sure that there is no electrical load on the generator by switching off all breakers on the AC panel.

c. Starting Procedure

i. Depress STOP switch. If the generator was shut down from a different control station,

the generator will not start until the stop switch has been depressed.

ii. Depress the PREHEAT switch and hold it for 5-seconds to prime the fuel system.

iii. Continuing to hold the PREHEAT switch, press the START switch.

iv. Once the generator starts, release the START switch, but continue holding the PREHEAT switch until the generator comes up to speed.

v. Once the generator has run for 2-3 minutes, you can switch on the generator breakers

and begin turning on AC breakers one at a time, gradually loading the generator.

vi. Note that it can be difficult to hear the generator starting from the forward control

panel, so it may be beneficial to start the generator from the control panel on the

generator itself or have someone positioned on the back deck to tell you when it has started.

d. Securing Procedure, then shut it

i. Switch off breakers to remove load from generator.

ii. Allow generator to run for 5-10 minutes in order to cool down with no load on the system.

iii. Depress the STOP switch and hold until the generator is completely stopped.

RO

01. Ensure the sand filter, carbon filter and dosing units are proper functioning.
02. Ensure that RO reject and control valve is fully open
03. Open the valve of raw water before starting RO plant.
04. Switch ON the RO water system panel.
05. Start the raw water supply pump.
06. Back wash the sand filter about 10-15 min and then back wash closed.
07. Back wash the carbon filter about 10-15 minute and then back wash closed.
08. Open the all valve of supply for drain the water.
09. And after 5 minute, high pressure pumps ON.
10. Start the Antiscalant dosing during preparation of RO water.
11. RO water prepared about 500lit and then OFF the RO system.

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