

# Harborview Medical Center Utility Shutdown Request

## Project Information:

HMC Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
HMC Project #: \_\_\_\_\_ ISIS#: \_\_\_\_\_  
Shutdown Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_  
UW/HMC Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ Main Office #: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Cell #: \_\_\_\_\_

## Systems:

Area to be shut down: \_\_\_\_\_  
Areas to be affected by shut down: \_\_\_\_\_

## Scope of Work:

☐ HVAC ☐ Electrical ☐ Sprinkler ☐ Potable Water ☐ Medical Gas: \_\_\_\_\_

☐ Fire Alarm: ☐ Audible Signals ☐ Visual Signals ☐ Elevator Recall ☐ Dampers  
☐ Alarm Company ☐ Pressurization Fans ☐ Fan Shutdown ☐ Door Holders ☐ Roll Doors

## Shop Approval Initial and Date:

<input type="checkbox"/> Electronics Shop: _____	<input type="checkbox"/> Plumbing Shop: _____
<input type="checkbox"/> FOMS: _____	<input type="checkbox"/> Electrical Shop: _____
<input type="checkbox"/> HVAC Shop: _____	<input type="checkbox"/> Other: _____

## Approvals:

HMC Engineering Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
HMC Engineering Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
HMC Patient Care Services: \_\_\_\_\_ Date: \_\_\_\_\_  
Agreed to by Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes:

- A) Fire alarm or fire sprinkler shut down for over four hours in length require SFD notification.
- B) Fire watch must be initiated and logged every fifteen minutes in area without sprinkler or fire alarm coverage.
- C) Fire watch person must be a dedicated person who knows how to initiate fire alarm. (Vested)
- D) Dedicated firewatch is required for all open flame (welding, solder, etc.) procedures. Fire watch is to continue for one hour post conclusion of open flame procedure. Contractors will follow NFPA 51B for open flame work.

Person performing fire watch: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

- E) Fire sprinklers not to be refilled prior to HMC Engineering inspection.
- F) All systems are to be returned to normal operations by 3:00pm.
- G) All leak testing/pressure testing to be verified by HMC Engineering prior to activating system.