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CENTRAL PLANT RESTRICTED ACCESS

1 PURPOSE

1.01 This document establishes guidelines for access to the Central Plant.

2 EXPECTATIONS

2.01 All employees will follow these guidelines when accessing the Central Plant.

3 RESPONSIBILITIES

3.01 All employees will understand and follow these procedures.

4 PROCEDURES

4.01 The Central Plant is a restricted area due to the potential hazardous conditions and situations that can exist around the operating equipment. Access will be limited to Central Plant Personnel and those authorized by an Appropriate Administrator. All work required in the Central Plant will be scheduled with the Appropriate Administrator.

4.02 All personnel will notify an Appropriate Administrator over the Central Plant; either the Chief Engineer or the Associate Director of Utilities, before scheduling any work in the Central Plant.

4.03 Upon arrival to the Central Plant to perform work the Operating Engineer on duty will be contacted and informed of the work being performed and how long it should take.

4.04 Upon leaving the Central Plant for any reason the Operating Engineer on duty will be informed.

4.05 If access to the Steam Tunnels is required the appropriate procedures will be followed.

4.06 At no time will a secure door be propped open to bypass the requirement for a key or other means of secure access.