

Facilities Management Operating Policies and Procedures Manual

Effective Date: 05-11-2006
Policy Number: 04-19-003
Section: Facilities and Services
Subject: Boiler Logging Procedure

Purpose:

Provide boiler logging procedure for staff.

Procedures for Boiler Logging:

1. All boilers will be logged daily in compliance with the rules and regulations set forth by Arkansas Department of Labor.
2. ASU will provide an employee on duty for all after-hours boiler calls.
3. All calls will be recorded in the FAMIS electronic maintenance software system for a permanent record.
4. The assigned employee will log all boilers twice each weekday and weekends.
 - a. All steam boilers will be logged twice daily on a twelve (12) hour schedule.
 - b. All hot water boilers will be logged on a twenty-four (24) hour schedule.
 - c. Logging of all boilers will be in compliance with the authority of a variance waiver issued by the Chief Boiler Inspector of the state of Arkansas.
 - d. All log sheets will be completed and filed in the Facilities Management Office for a permanent record.
 - e. All boilers will be monitored electronically twenty-four (24) hours a day, seven days a week by the ASU Control System (Computrols) Energy Management System.
 - f. All alarms are monitored by the ASU Police Department and the ASU Control Department.

5. Alarm Response Procedure:
 - a. During normal working hours, 7:00 a.m. till 5:00 p.m., the ASU Maintenance Department will respond to all alarms.
 - b. The assigned ASU duty employees will respond to all boiler alarms during after-hours and weekends.
 - c. All after-hours alarms will report to the ASU police department dispatcher who will call the duty employee to respond.

6. Boiler Alarm Response Procedure:
 - a. All boiler alarms will be addressed immediately by the assigned ASU employee.
 - b. The employee will shut down the boiler in alarm by closing off the gas supply and electrical supply.
 - c. The employee will check all boiler safety devices to find the reason for failure.
 - d. After assuring the failure was not a threat to life, safety, or equipment; only then will the employee start to reset the boiler controls for normal operation.
 - e. The employee will start the reset procedures as prescribed by the boiler manufacturer.
 - f. The employee will monitor the boiler operation until normal operation pressures are reached and maintained.
 - g. The employee will notify the ASU dispatcher that the alarm is cleared and the boiler is back in operation or has been shut down for repairs.
 - h. Note: All actions taken and repairs made will be entered into the assigned work order, duty log sheet and maintenance log.

7. ASU Police Department Boiler Operation Responsibility:
 - a. The dispatcher has the ability to monitor, at will, the Web cam sites that are in operation.
 - b. The dispatchers have been trained by Facilities Management on the operation of the electronic boiler alarms system and understand their responsibility.
 - c. The dispatcher, upon receiving a boiler alarm, will notify Facilities Management (972-2066) during normal working hours or duty employee (910-2551) during after- hours or weekends.

8. ASU After- hours Duty Employee Responsibility:
 - a. The assigned employee will carry a pager (910-2551) that is called by the ASU Police Department.
 - b. The assigned employee will be required to respond to any and all calls within fifteen (15) minutes.
 - c. The assigned employee will have internet capability to call up ASU boiler alarms from his residence and view any web cam operations.
 - d. The assigned employee will be a licensed boiler operator certified with the Arkansas Department of Labor.

- e. The assigned employee will adhere to all rules and regulations set forth by the Arkansas Department of Labor.