



UTILITIES DEPARTMENT

EQUIPMENT USE PROCESS DESCRIPTION

January 17, 2014

Rev. 1

1. Determine if the firm or firms represented by the Requesting Party has within the calendar year reviewed and signed a “Equipment Use Permit Procedure” form. If not provide a copy of the procedure and ask the Requesting Party to review and sign as indicated. Retain the original on file and provide the Requesting Party with a copy for their files and to share with all individuals seeking to use said equipment.
2. Verify that the Firm or Firms that the Requesting Party is representing has provided the Risk Management and Safety Department with a properly executed “Standard Insurance Requirements and Indemnification Agreement for Outside Contractors. If uncertain contact Risk Management and Safety.
3. Have the Requesting Party complete Part A – Request of the Equipment Use Permit Form. Be sure that entries are made for all requested information.
4. Provide the Requesting Party with a copy or copies of “Equipment Use Waiver and Release Agreement” and inform them that an executed copy of the agreement must be presented for each and every person seeking to use equipment prior to granting of a equipment use permit.
5. Assign a reference number to the permit for tracking and reference purposes.
6. Once all previous steps are complete, attach all associated documents to the permit form.
7. Present the permit request to an authorized Utilities Department person for review and sign-off under “Permit Granted by” in Part B – Equipment Use Permit.
8. Authorized personnel shall include:
 - a. Director of Utilities & Maintenance
 - b. Assistant Director of Utilities & Maintenance
 - c. Director of Maintenance
 - d. Distribution Supervisor
 - e. Chief Electrical Engineer
 - f. Operations Supervisor
 - g. Maintenance Supervisor
 - h. Power Plant Manager
 - i. Maintenance Supervisor
9. Once a permit has been granted the Requesting Party may use the equipment.
10. If additional personnel need to use the equipment under an existing permit a Waiver and Release Agreement must be on file with the permit prior to use.
11. Inform requesting party that individuals or firms that do not comply with equipment use procedures will have future equipment use privileges revoked.
12. Upon completion of the Equipment Use the requesting party shall return to close out the permit.
13. Damage to equipment will result in the responsible party paying for any damages or repairs necessary to return the equipment or damaged assets to their original condition.