



UNIVERSITY OF  
NOTRE DAME

FACILITIES DESIGN AND OPERATIONS

## University of Notre Dame Utilities Department Cold Weather Plan

Date: January 17, 2014

Revision: 2

In an effort to decrease response time and minimize the risk of catastrophic failures to mechanical systems (i.e. fan coil units, air handler units, pre-heat coils and associated piping systems) during especially cold weather. The following guidelines will be followed as the Utilities Cold Weather Plan.

When temperatures drop below **15 degrees Fahrenheit** a designated Building Controls staff member will increase vigilance on the CBAS system by checking for alarms and fan systems that have tripped (not matching their start/stop signal) during the late evening and early morning hours. As typically final reviews are made of the alarm log at or about 4PM daily, Monday through Friday these additional checks will typically be made around 10PM and 6AM. They will be accomplished by the employee from home using an internet connection to the Niagara system and we will compensate the employee for his/her time. This activity shall also occur during weekends and will be performed with greater frequency to account for the fact that the normal day shift reviews will not be made. Utilities Operations personnel will also increase vigilance by reviewing alarms on or about 2AM at a minimum and periodically as able.

When temperatures are predicted to drop below **5 degrees Fahrenheit** a designated Building Controls staff member(s) will be placed on duty during off hours (nights and weekends) to monitor and respond to CBAS system issues that may occur. There shall also be sufficient Maintenance Technicians to support this activity. Should sufficient trips or alarms occur that require additional staffing to respond to the situations the Building Controls staff member(s) on-site shall use their discretion to call in either other Building Controls or Maintenance staff based on the particular situation. Utilities Operations staff shall assist as they are able during any time when support is needed in such conditions.

Should the likelihood of adverse conditions increase or if problematic conditions exist, then additional staff shall be added to support and provide reduced response time and minimize the risk of any catastrophic failures.