

## Utilities & Maintenance

# UTILITIES TUNNEL ENTRY PERMIT PROCEDURE

February 6, 2021

Rev. 8

The University of Notre Dame (UND) Utilities Department strives to maintain a reasonably safe and reasonably secure environment in the tunnel system. To this end, all parties seeking entrance to the tunnel system must follow the procedures set forth below to achieve access to the tunnel system.

1. A completed Utilities Tunnel Entry Permit Form must be filed with the Utilities Department in order to obtain permission and keys to allow entrance to the tunnel system. All non-University personnel must also sign a Waiver and Release Agreement, at a minimum annually.
2. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
3. Parties requesting permits must appear in person at the Utilities Department between 7:00 am and 4:00 pm, Monday thru Friday, to complete a Utilities Tunnel Entry Permit Form. In case of an emergency, permits may be obtained outside of normal business hours by contacting the “A” Operator on duty at the Power Plant at (574) 631-0133.
4. All persons entering the tunnel system shall be responsible for their own safety and shall be solely responsible for anticipating, knowing and taking all necessary precautions relative to working in such an environment. **No individual shall enter a tunnel without being accompanied by at least one other individual.** Asbestos and hazardous sources of energy exist and all appropriate measures and safety practices must be followed.
5. Failure to properly follow the Utilities Tunnel Entry Permit Procedure may result in a breach of security, damage to utilities, personal injuries (including death) and property damage. By entering a tunnel on the University of Notre Dame campus, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as for any claims, demands, actions, causes of action, damage(s), expense, cost or judgment(s) arising out of personal injuries or property damage resulting from tunnel entry on the University of Notre Dame property.
6. A Utilities Tunnel Entry Permit Reference Number will be assigned and given to the requesting party for reference. Upon completion of work in the tunnel, the requesting party must return to the Utilities Department to close out an entry permit. Failure to do so may result in a loss of tunnel entry privileges or disciplinary action.
7. A copy of the signed entry permit must be in the possession of the individual or individuals in the tunnel at all times. If requested this permit must be presented to University personnel who request to review said permit.
8. Along with an approved permit, a key for tunnel entry will be issued. **Each entrant will be issued his or her own key.** In the case of a multiple day entry the party to which the permit is issued must return the key each day to the Utilities Department and may retrieve the key the subsequent day in order to obtain tunnel access. The key must remain in the possession of the person to whom it is issued at all times. Daily notification to the Utilities Department Office (normal business hours) or Power Plant “A” Operator (off hours) of both tunnel entrance and exit are required, and the notifications shall occur just prior to or after tunnel entry/exit. Notification shall include the reference number, location, and a listing of all persons entering/exiting the tunnel system.

9. The tunnel system is keyed in six zones. Keys are typically issued only for the zone for which work will be performed. There are secured gates between zones that prohibit access. Before beginning work, it is important to identify, verify and maintain at least two means of egress from a work area to ensure safe exit in case of emergency.
10. If the party will be unable to return the key(s) to the same location from which it was issued, prior notification must be given at or before the time of issuance to ensure proper accounting of the party's exit.
11. The following UND Utilities Systems are commonly found in the tunnel system, they include, but are not limited to:
 

- Steam 70# and 10#	- Condensate Return
- Domestic Hot Water Supply and Return	- Compressed Air
- Heating Hot Water Supply and Return	- Domestic Cold Soft Water
- Electrical Power (600V class and below)	- Fuel Oil (Near Power Plant)
- Communications; Fire Alarm, Telephone & Fiber	- Chilled Water
12. Appropriate personal protective equipment (PPE) shall be utilized while in the Utility Tunnel system. Hard hats and safety glasses shall be worn at all times. Other PPE shall be evaluated on an as needed or job specific basis. Each entrant shall carry his or her own flash light in case of emergency power or lighting outage.
13. Refer to additional Utilities applicable safety programs while performing work in the tunnels (e.g. hot work, Lockout/Tagout, etc.)
14. The Utility Tunnel system is equipped with security cameras and the ability to detect unauthorized entrants.
15. When a project has been completed if any as-built changes are needed to Utility system drawings please provide this information to the Utilities Department office at 100 Facilities Bldg, Notre Dame, IN 46556-5663, 574-631-6594.

**FIRM:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

I hereby acknowledge that as a requestor of Utilities Tunnel Entry Permits I have reviewed the University of Notre Dame Utilities Entry Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du Lac.