UNIVERSITY OF NOTRE DAME

FACILITIES DESIGN AND OPERATIONS

University of Notre Dame
Utilities & Maintenance Department
Cold Weather Response Plan

December 19, 2022 Rev. 4

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 & Maintenance Cold Weather Response 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 BAS platforms 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.

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. Depending on the severity and duration of the forecasted cold weather on-duty staff may be required to be on campus to decrease response times and to deal with more complex issues.

There shall also be sufficient Maintenance Technicians available to support these activities. Should sufficient trips or alarms occur that require additional staffing to respond to the situations. The Building Controls staff member(s) shall use their discretion to call in either other Building Controls or Maintenance staff based on the particular situation.

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.