



Engineering & Utilities Policy & Procedure #8

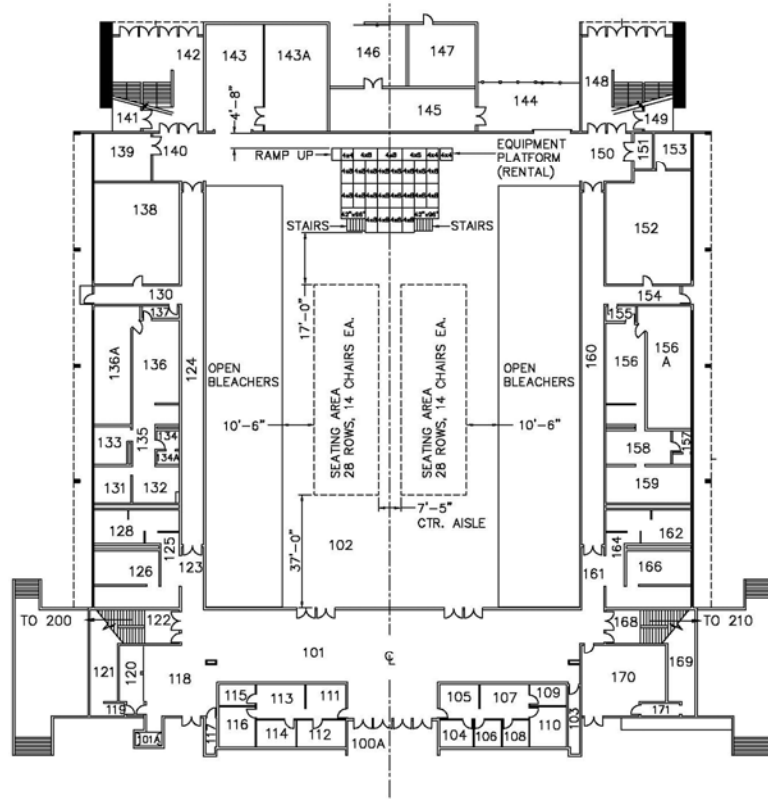
TITLE: **ENGINEERING & UTILITIES COMMENCEMENT RESPONSIBILITIES**

OBJECTIVE AND PURPOSE: To provide a comprehensive list of required activities to be performed by the Engineering & Utilities Department in preparation for FAU Commencement activities on the Boca Raton Campus in order to ensure all HVAC equipment is in good working order.

RESPONSIBILITY: **ACTION**

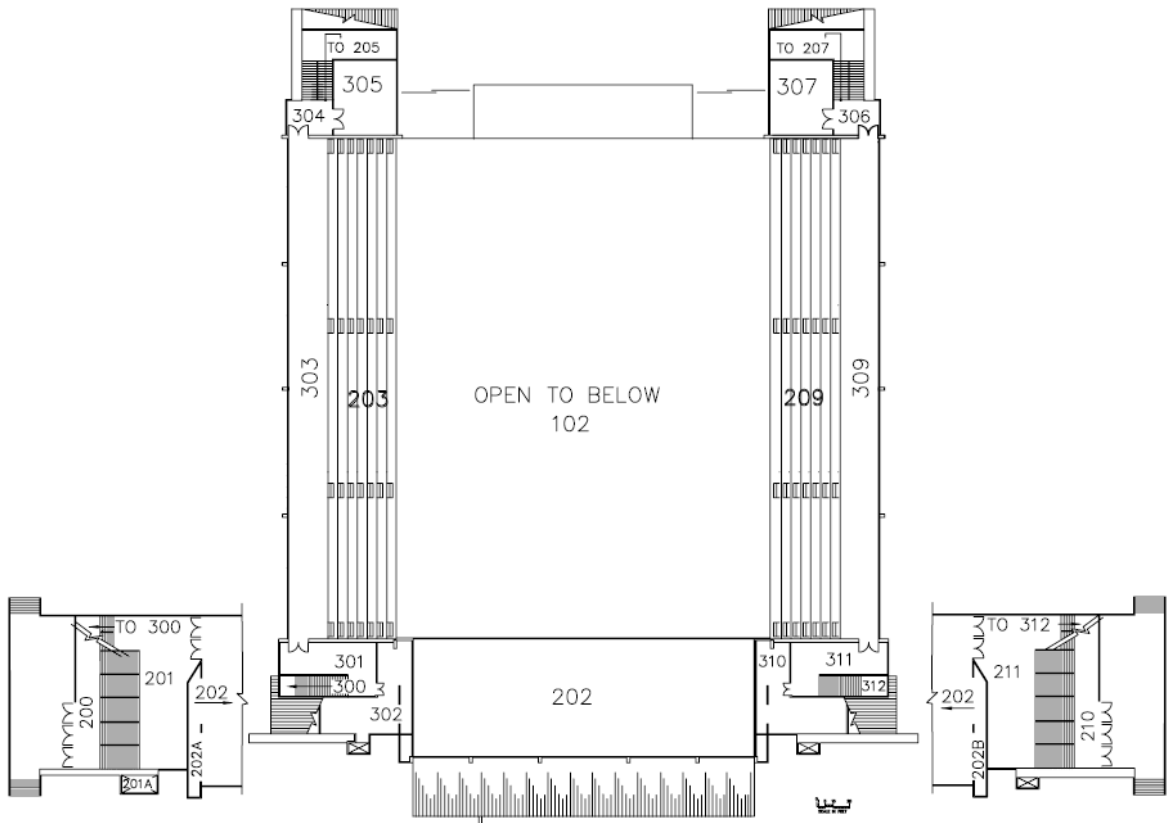
- DIRECTOR**
- ◆ Ensure that the Associate Director of E&U, or his designee, attend the Pre-Commencement Conference as scheduled by the Registrar's Office.
- ASSOCIATE DIRECTOR**
- ◆ Immediately following the Pre-Commencement meeting, The Associate Director or the Director's designee will schedule and hold an E&U team meeting to notify staff of the upcoming event and to review any maintenance check-sheets, procedures and individual responsibilities.
- SUPERINTENDENT**
*do not delegate
- ◆ *As the Arena is turned over to Physical Plant, no later than 5:00 p.m., the Monday afternoon preceding Commencement, start HVAC equipment check-out procedures as follows
 - ◆ The E&U Superintendent will modify the existing work schedules to assure the availability of the necessary personnel.
 - ◆ *Ensure all spare parts are on hand (belts, fuses and the like.) that might be required for emergency replacement during the Commencement.
 - ◆ *The Superintendent will visually inspect the chiller(s), pump(s), tower(s), and air handlers on Tuesday after the team meeting and create a punch list of any items whose reliability is in question. Any exceptions need to be remedied by Thursday afternoon.
 - ◆ *Check-out all HVAC equipment on the Friday morning before Commencement for proper operation. Set all temperatures to appropriate levels in order to accommodate a fully occupied venue. Make notes of the actual conditions on (**Attachments "A" and "A-1"**) and complete and sign the check sheet (**Attachment "B"**)
 - ◆ *Have personnel on hand during commencement, ready to modify temperatures or repair any equipment. A technician and mechanic capable of making any emergency repairs or modifying the space temperature will be on-site 1-hour before the commencement begins and maintain a presence throughout the function. Ambient air temperatures, both dry-bulb and RH, will be taken and recorded in each accessible zone every hour. Instruct the Operator on Duty to monitor the space and inform the on-site team of any irregularities before they become critical.
 - ◆ After Commencement and clean-up, set HVAC equipment and temperatures to their normal control settings.
- ATTACHMENTS**
- ◆ Commencement Set-Up Floor Plan – **Attachments "A" and "A-1"**
 - ◆ Commencement Ceremony Checklist for Arena HVAC Readiness-**Attachment "B"**

Issued By: J. Baker	Date Issued: 1/2007	Date Revised:	Effective Date: 1/2007
APPROVED:	Vice President	Associate V.P.	Director



	BOCA RATON CAMPUS	BLDG. USE		FLOOR	BLDG CODE AND #	REVISED	PAGE #
		ARENA - COMMENCEMENT SET UP		1st Floor	GY-38	6/06	

ATTACHMENT "A"



ATTACHMENT A-1

**Commencement Ceremony
Checklist for Arena HVAC Readiness**

DIRECTION

Assign Teams and schedules. Stagger daily show up times if function runs past 3:30 p.m.

Pre-cool Arena

SPARE PARTS

Fan Belts

Pumps

Fuses

HVAC EQUIPMENT CHECK (mark the information for each AHU on Attachment A and A-1)

CW Temperature out

CW Temperature in

Supply Air Temperature

HW Temperature out

HW Temperature in

CW supply temperature at Chiller

CW return temperature at Chiller

HW Supply temperature at boiler

HW Return temperature at boiler

All Systems Good To Go

ATTACHMENT "B"