



Engineering & Utilities Policy & Procedure #9

TITLE: **ENGINEERING & UTILITIES BOARD OF GOVERNOR MEETINGS RESPONSIBILITIES**

OBJECTIVE AND PURPOSE: To provide a comprehensive list of required activities to be performed by the Engineering & Utilities Department on the Boca Raton Campus in order to ensure all HVAC equipment is in good working order for the Board of Governor’s meeting which occurs approximately every three years.

RESPONSIBILITY: **ACTION**

DIRECTOR OR ASSOCIATE DIRECTOR

- ◆ Check with the Presidential Chief of Staff for exact schedule and any other instructions regarding preparation for the meeting.

ASSOCIATE DIRECTOR

- ◆ Immediately following the Chief of Staff directions, 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

- ◆ *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 event.
- ◆ *The Superintendent will visually inspect the chiller(s), pump(s), tower(s), and air handlers after the team meeting and create a punch list of any items whose reliability is in question. Any exceptions need to be remedied by 10 working days prior to event.
- ◆ *Check-out all HVAC equipment again two days before and again the day before the event for proper operation. Set all temperatures to appropriate levels in order to accommodate a fully occupied venue. Complete and sign the check sheet (**Attachment “A”**) making note of the actual conditions on a floor plan printed out from the Space Utilization files for appropriate building.
- ◆ *Have personnel on hand during the event, 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 event 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 event and clean-up, set HVAC equipment and temperatures to their normal control settings.

ATTACHMENT

- ◆ Checklist for HVAC Readiness – **Attachment “A”**

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APPROVED:	Vice President	Associate V.P.	Director

ENGINEERING & UTILITIES

Checklist for HVAC Readiness

DIRECTION

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

Pre-cool building where function occurs

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 "A"