

Title: Special Campus Accommodations (SCAs)
Department: Engineering Services
Effective Date: February 16, 2018

PURPOSE

To provide guidelines and clarify procedures for Physical Plant Management (PPM) initiated mechanical, electrical, plumbing (MEP) or other shutdowns and planned outages related to maintenance activities, repairs, construction and Facilities Planning Design & Construction (FPDC) Major Capital, Minor Capital and Job Order Contract (JOC) projects with minimal impact/disruption to campus activities and the campus community.

RESPONSIBILITY

Project Managers are responsible for:

- Completion of the SCA Form, either personally or by review (if the SCA Form is completed by a third party).
- Approval of the completed SCA Form either via real or digital signature or as an attachment to an Email stating approval.
- Submittal of the SCA Form to PPM Engineering Services with a minimum two (2) week lead time before the requested start date/time.

PPM Engineering Services Administration is responsible for:

- Receiving and reviewing SCA requests and routing requests no later than the next business day following the receipt of the completed and approved SCA Form.
- Routing the SCA Form to appropriate/impaired/responsible Trade Supervisors for review, revision or approval.
- Recording and tracking SCAs after receipt and coordination of the approvals from Trade Supervisors.
- Notification of the campus community and affected customers prior to the requested date of the SCA.

PPM Engineering Services Trades Supervisors are responsible for:

- Approval of the SCA or working with the requestor to reschedule for a more appropriate time.
- Notification to Engineering Services Administration of such after the approval, scheduling (if applicable) and/or the successful completion of the SCA.

PROCEDURES

The SCA Form is used by campus customers (primarily Facilities Planning Design & Construction) and PPM to request PPM support for projects requiring temporary interruptions or shutdowns of utilities (*See Appendix A: Special Campus Accommodation Form*). The SCA Form is completed by the Project Manager (PM) in consultation with any project contractor(s) if applicable and customers before submitting the request to PPM. The SCA Form contains projects details, the reason for the request, work to be performed, which utilities need to be shut

down, and the date(s)/duration of the shutdown. The contractor may be required to include a work plan submittal for review.

Note: Non-emergency SCA requests require a minimum of 2 weeks' notice from the day of receipt to the day/date of the requested service interruption. Exceptions may be made under special circumstances or for potential fire/life/safety situations.

Routing and handling of SCA Forms takes place as follows:

1. The contractor, campus customer or PM fills out the SCA Form.
2. The PM signs the form or indicates approval of the SCA Form in an Email and forwards the SCA Form to PPM only after checking for the correct information on the form, coordinating and discussion with the contractor(s) and end user(s).
3. The PM approved SCA Form is forwarded by email/attachment or by hand to PPM Engineering Services Administration (Engineering Services Administrative Coordinator - if only hard copy, additionally Assistant Director and Director Engineering Services if via Email).
4. The SCA is recorded in the PPM SCA Log by the Administrative Coordinator, and forwarded to the appropriate PPM Assistant Director and Shop Supervisor(s) for review.
5. The Assistant Director and/or Shop Supervisor will either approve or reject the request via Email or if hard-copy, will re-route the form back to Engineering Services Administration. If accepted, the Assistant Director/Shop Supervisor will sign and date the SCA Form before returning the form to PPM Admin. If rejected, the Assistant Director or Shop Supervisor will provide the reasons for rejection and, if possible, recommend an alternative date/time for the accommodation. Rejected SCAs are returned to the PM to reschedule and resubmit. The PPM SCA Log is noted accordingly.
6. Once approved, the Administrative Coordinator will enter the PPM approval date in the SCA Log and send out an Outlook Calendar reminder to all parties confirming the approved date/time and duration of the shutdown.
7. PPM Engineering Services will provide email notification to affected campus parties and notify the PPM Building Maintenance Shop of the need to post Building Notices (if applicable).
8. Upon successful completion of the shutdown, the PM or PPM Assistant Director/Shop Supervisor will notify the Administrative Coordinator who will update the SCA Log accordingly.

REFERENCES

None.

APPROVED



Jason R. Wang, Senior Director

08-08-18
Date

APPENDIX

Appendix A: Special Campus Accommodation Form (SCA)

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18111 Nordhoff Street Northridge, California 91330
SPECIAL CAMPUS ACCOMMODATION
DIVISION ONE – SECTION 01010

DATE: _____ SCA#: _____

DAY/DATE REQUESTED: _____

PROJECT: _____

START DATE / TIME: _____ FINISH DATE / TIME: _____ DURATION: _____

Contractor Representative (On-Site): _____ Cell Phone #: _____

Contractor Alternate Contact: _____ Cell Phone #: _____

REASON FOR REQUEST: _____

LOCATION AND IMPACTS: _____

WORK TO BE PERFORMED BY CONTRACTOR: _____

WORK PLAN ATTACHED: YES / NO

Contractor / Requester's Signature: _____ Date: _____

CAMPUS PROJECT MANAGER SHALL NOT FORWARD TO PPM NOR FACILITIES PLANNING UNLESS ALL ASPECTS OF SCA IS COMPLETE, COORDINATED, AND/OR DISCUSSION WITH ENDUSERS

CSUN Project Manager's Approval: _____ Date: _____

(FOR CAMPUS USE ONLY)

CSUN Liaison's Response: Accepted as Submitted
 Accepted with Change
 Rejected

Comments: _____

CSUN Facility Planning Approval: _____ Date: _____

CSUN Physical Plant Approval: _____ Date: _____

Distribution: Facility Planning PPM Contractor Environmental & Safety Public Safety
Project Managers Room Reservations Document Control

WS 2.545 4/2009