

## Planned Shutdown Policy

**Category:**  
**Subject:**  
**Issued By:**  
**Approved By:**  
**Rescinded Policies:**  
**Harmonized:**

Capital Expenditures  
**Subject**  
Program Committee  
Program Vice President Title  
**ADMIN-CE-0140**  
☒ Yes ☐ No

**Policy Number:**  
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May 2, 2022  
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### PURPOSE:

- To ensure safety and consistency for planning and implementing scheduled facility service interruptions during construction and/or renovation projects across all hospital sites.

### POLICY STATEMENT:

- Utility services are critical to the nature and operations of the hospital and should be treated with utmost priority to ensure uninterrupted distribution of services as much as possible. Planning of scheduled shutdowns will align with this priority or provide workarounds as agreed with Plant Operations and Facilities and/or Biomedical Engineering to ensure continuity of patient care.

### DEFINITIONS:

- Planned shutdown – scheduled temporary termination of services to accommodate repairs or work.
- Utility services – includes mainly mechanical and electrical services. For the purposes of this policy, this will also include vertical transport systems, emergency calls, nurse calls, magnetic locks, telemetry system, medical gases, life and safety systems i.e. fire suppression system, and all other systems other than IT infrastructure.

### PROCEDURE:

- SHUTDOWN FOR PLUMBING, HVAC OR ELECTRICAL SYSTEMS
  - The Project Mgt. Lead shall manage the Contractor during scheduled shutdowns of mechanical and electrical systems by ensuring policies and schedules are followed.
  - IPAC to be looped in for shutting down of hot/cold water lines in patient areas and the unit manager will also have to be part of planning for the schedule of the downtime.
  - Plant Operations and Facilities on the other hand, will act as the overall Lead and manage the sub-Contractor or the third-party Contractor (whichever the case may be) who will be shutting down the system, ensuring policies, methods of procedures and agreed upon schedules are followed.
  - Plant Operations and Facilities shall ensure system isolations are effective and communicated to all affected departments, or send an all staff email as required.
  - The Project Mgt. Lead will ensure that the Contractor provides a completed shutdown form (see Appendix A) and submits the request to Plant Operations and Facilities.
  - The Project Mgt. Lead, Plant Operations and Facilities, Unit Manager of Affected Unit (if any) and the Contractor will all mutually agree on the shutdown schedule.
  - The Project Mgt. Lead, General Contractor, and Plant Operations and Facilities Supervisor will develop a shutdown plan in accordance with the agreed upon scheduled downtime and methods of procedure.
  - The Plant Operations and Facilities Manager and/or Plant Operations and Facilities Director will send out the communicate to either all staff or affected parties re the planned shutdown. Questions/concerns relating to any aspect of the shutdown procedure will be directed to Plant Operations and Facilities. Questions/concerns relating to the project in general will be directed to the Project Mgt Lead.
  - Provision of alternate services, or the functionality of which, during a service interruption should be stipulated in the construction documents prior to tender. If the provision of which cannot be provided up the time of tender, alternate services will be provided by the Plant Operations and Facilities Manager, all related expenses to be capitalized as part of the project.

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- Plant Operations and Facilities to verify with the Contractor, check if all systems are back in order, then coordinate completion of which with the end users once the shutdown has been completed.
- SHUTDOWN FOR MEDICAL GASES
  - The Project Mgt. Lead shall manage the Contractor during scheduled shutdowns of medical gases.
  - The Project Mgt. Lead should also verify the medical gases distribution and obtain a report from a certified medical gas inspector accredited by the hospital as part of the shutdown planning.
  - The Project Mgt. Lead, Unit Manager, Contractor and Respiratory Therapy (RT) Manager shall negotiate a mutually agreed upon time for the interruption of the medical gas service.
  - The Unit Manager shall communicate the time and date of the proposed interruption to all affected parties including patient families at least 2 weeks in advance. Unit Manager shall plan and coordinate for alternate services, i.e. use of portable cylinders or machines, and such should be part of the notice.
  - The Project Mgt. Lead will ensure that the Contractor provides a completed shutdown form (see Appendix A) and submits the request to Plant Operations and Facilities. Plant Operations and Facilities will need at least seven (7) calendar days (CD) of advanced notice and reserves the right to extend the start of the shutdown schedule if not properly advised per advised time.
  - Unit Manager will provide the green light to the Plant Operations and Facilities Supervisor and Project Mgt. Lead and then in turn to the Contractor once the unit is ready to have the shutdown.
  - Plant Operations and Facilities to verify with the Contractor, check if all systems are for turnover to clinical operations. Once systems have been verified, the Plant Operations and Facilities Supervisor will then in turn inform the Unit Manager and Project Mgt. Lead once the medical gas systems are back on.
- FIRE ALARM AND/OR HEAT DETECTOR BY-PASS
  - Construction projects will have to have their fire alarms/heat detectors by-passed on a daily basis from start of the hoarding set-up to the end of construction clean.
  - Contractor will see the Plant Operator on site (Birchmount and General) or the Plant Operations and Facilities Supervisor (Centenary) for such requests, and fill out the form. A copy will be left with Plant Operations and Facilities and the other copy to be kept onsite for the Contractor's records.
  - Contractor shall provide duration of the by-pass, Contractor to notify the Plant Operator or Plant Operations and Facilities Supervisor should they require an extension.
  - Should an alarm get activated within the project site outside of the specified requested duration without proper notice, relative charges from Toronto Fire Services will be charged to the Contractor.
- SHUTDOWN FOR FIRE SUPPRESSION SYSTEMS
  - When a Contractor should require a fire suppression system to be deactivated, this should be planned along with Plant Operations and Facilities, the Project Mgt. Lead and Security.
  - Contractor staff will serve as support but will be responsible for Fire Watch within their construction area. Security can assign security staff to conduct the required fire watch (subject to availability) of which charges can be capitalized.
  - Plant Operations and Facilities will coordinate for the deactivation or drainage of the fire suppression system whether by internal forces or by a 3<sup>rd</sup> party contractor. Plant Operations and Facilities to notify the Project Mgt. Lead once the area has been isolated and ready for any addition/modification work.
  - Once work has been completed, Contractor to notify both Plant Operations and Facilities and the Project Mgt. Lead so the 3<sup>rd</sup> party contractor can reactivate the fire suppression system.
- SHUTDOWN FOR ELEVATORS
  - All elevator shutdown requirements shall be coursed through Plant Operations and Facilities.

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- Plan for which should always consider the least impact to hospital operations and should always consider for contingency in the event that elevators should break down within a bank.
- Putting an elevator on service for an equipment or material delivery or unit moves shall be requested through Plant Operations and Facilities. Service key to be provided by Plant Operations and Facilities to the Project Mgt. Lead.
- Elevator put in service or planned shutdown shall also take into consideration scheduled meal runs and emergency or code blue access.
- Once the delivery or move has transpired, the elevators should be safely put back into operations by the Contractor or Project Mgt. lead; key to be turned back over to Plant Operations and Facilities.
- SHUTDOWN FOR COMMUNICATION AND SECURITY SYSTEMS
  - All such works shall be coordinated with the Unit Manager of the affected unit, Plant Operations and Facilities, Security and Locating.
  - Unit Manager to plan for contingency and inform staff to dial in 5555 in case of emergencies should nurse call alarms are disabled.
  - Once work is complete, Project Mgt. Lead shall send notice to all parties.
- SHUTDOWN OF MAIN UTILITIES, e.g. NATURAL GAS, SANITARY OR SEWER LINES
  - For such a major undertaking, time for planning the scheduled shutdown should be properly appropriated depending on the scale of the requested shutdown. These should be properly coursed through in advance to and as led by Plant Operations and Facilities, who will also be sending the appropriate notice to the organization that will either be selective or collective in nature.
  - Such will also follow procedures for shutdown of plumbing, mechanical and electrical systems.
  - Plant Operations and Facilities to also do the coordination with City services as required.

### COMPETENCY GUIDELINES (as applicable):

- Shutdown of mechanical systems and elevators can only be performed by the certified staffing of the preventive maintenance vendor in contract with SHN.
- Shutdown of medical gases, plumbing and electrical systems can only be performed by certified internal resources or certified external workforce.
- Shutdown of communication, security, telemetry systems shall only be performed by certified staffing of the contractor engaged by SHN, in coordination with either Plant Operations and Facilities or Biomedical Engineering, whichever case applies.

### DOCUMENTATION:

- See Shutdown Request Form in Appendix A.

### REVIEWED BY:

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