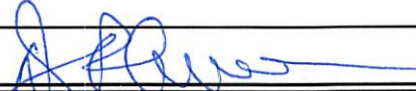


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Central Control	Procedure Number:	CC-19
Subject:	Monitoring of Computers	Effective Date:	January 2001
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

When the employees at the PBX are monitoring the building automation computers they need to report all alarms immediately that are received through the computers to the Building Operator via radio, pager or through Campus Police if they can't be reached through the other means.

Purpose

To resolve timely response to all alarms received.

Procedure

When you are called and asked to take the computers and phones:

1. Note the time and log it in the log book.
2. Sign on all computers and check the current alarms.
3. Call the Building Operator back and confirm all computers are working.
4. Any alarm condition occurring after this time should be reported immediately.
5. During the time that you have the phones, be sure to answer all calls as Central Control.
6. Log all calls on the proper sheet and be sure to get all the pertinent information from the caller such as name, phone extension, room number or location and the nature of the problem.
7. When the Building Operator returns to Central Control, he/she will call and inform you he/she has the computers and phones back and he/she will check and verify with you that all alarms are accounted for.
8. If an emergency situation arises that requires both Stationary Engineers to be away from the computers, contact the Building Operator and have him/her return to the office. If you can't reach the Building Operator call Campus Police and have them monitor the computers until they can reach him/her.