Specific procedures will be utilized when a Central Control Operator working the building automation system reports off.

**Purpose**

To maintain efficient but effective coverage while monitoring the building automation systems.

**Procedure**

1. Day shift (7:00 to 3:30) will be covered by one person Monday-Friday (except holidays).

2. All other shifts, including holidays, will be covered by one person. This person will monitor all systems and make one set of rounds through the patient care buildings. The Powerhouse will answer the phone and monitor the computers, while the central control operator makes these rounds.

3. If at any time it is necessary to leave the central control office to check equipment or to make repairs, transfer phones and computers to the Powerhouse.

There must be at least one engineer or building operator on duty at all times unless management finds it necessary to have more people on duty.