Standard Operating Procedure

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.

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

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.