


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Central Control	Procedure Number:	CC-13
Subject:	Reporting Off Procedure for Operating Engineers or Building Operator	Effective Date:	December 1992
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

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.