Purpose

This University of Nevada, Reno Facilities Services Department (FSD) Standard Operating Procedure (SOP) provides guidance to employees that work with electricity for delineation of shop responsibility for specific work.

Applicability

This policy applies to all FSD employees who are subject to National Fire Protection Association (NFPA) part 70E standard for electrical safety in the workplace.

Scope

Repairing, testing, and troubleshooting of electrical equipment, wiring and components fall under multiple shop jurisdictions as part of their class specifications and day to day work activities. The scope of this SOP is to provide clarity for repair responsibility between the Electric shop and Heating, Ventilating and Air Conditioning (HVAC) personnel. Please note HVAC personnel include the following shops: Controls, Preventive Maintenance, Central Heat Plant and HVAC Repair.

Be advised that Hazard Rating Code (HRC) and Personal Protective Equipment (PPE) must be determined before working, repairing, testing or troubleshooting electrical equipment and system components. Electrical work must not be performed on energized equipment except for troubleshooting and voltage testing. Please see the attached NFPA 70E compliance guide to determine hazard code and PPE requirements.
ROLES AND RESPONSIBILITIES

HVAC Personnel
HVAC personnel are responsible to perform all electrical equipment and component repair, troubleshooting and testing on mechanical equipment such as pumps, fans, motors, air compressors, boilers, chillers, starters, disconnects, fuses, breakers, controls and low voltage (24VAC) power.

Electric Shop Personnel
Electric shop personnel are responsible for all electrical equipment and component repair, troubleshooting and testing on non-mechanical equipment such as panel boards, lighting, conduit, wiring, starters, disconnects, fuses, breakers, switchgear, Motor Control Centers (MCC), and high voltage equipment (anything greater than 600 Volts).

This SOP does not prevent shops from working together on projects, multiple craft work orders or asking for assistance when needed. Please see your supervisor if you have any questions concerning the delineation of electrical repair responsibility for your shop.

IMPLEMENTATION

The Assistant Director for Utilities Services is responsible for the regular review and implementation of this SOP within the shops of responsibility.

TRAINING

All staff subject to this SOP must be trained on their shop repair responsibility and are required to receive formal NFPA part 70E training.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.