

CPFM Department: Customer Service	Policy Number: CPFM-CS-2
	Effective Date: 9/1/2024
Title: SHUTDOWN PROCEDURES / NOTICES	Revision Date: 5 years
	End Date: Indefinite
Signature: 	Digitally signed by Dean Tufts Date: 2024.08.28 14:57:01 -04'00' Dean Tufts, Vice President Campus Planning & Facilities Management

POLICY: Facility/Utility Shutdown Procedures / Notices

PURPOSE: The purpose of this policy is to provide the procedures to follow for shutting down a facility or utility on campus.

The **CWRU CONSTRUCTION MANAGER/DESIGN MANAGER/PROJECT COORDINATOR** will:

- Have the contractor complete the Shutdown Form to the best of their ability.

SHUTDOWN FORM: <https://case.edu/facilities/sites/default/files/2026-10/FILLABLE%20SPECIAL%20EVENT%20NOTIFICATION%20REQUEST%20FORM%202026.10.8.pdf>

- Review and modify the form as necessary.
- Clear the shutdown with the impacted facility manager/departments/people.
- Submit a work request if Facilities Services maintenance staff is required to assist with the actual shut down or return to service.

WORK REQUEST:

<https://assetessentials.dudesolutions.com/case/Requester/Home/Management>

- Include the work order number in the “Customer Service Follow-up” section of the shutdown form.
- Forward the completed form to customerservice@case.edu with cc: to brf2@case.edu.
 - NOTE: Shutdown forms should be sent to Customer Service a **minimum of one week prior** to the shutdown.
- Submit a fire system impairment request if the shutdown impacts a fire alarm or sprinkler system.

FIRE BYPASS: <https://case.edu/ehs/safety-subject/fire-safety/request-fire-protection-system-impairment>

CUSTOMER SERVICE will:

- Send a shutdown notification email to shutdowns@case.edu, the appropriate building contact group(s), the zone team where the shutdown is occurring, 2nd/3rd shift if appropriate, and cc: the project manager at least 2 business days in advance of the shutdown.