|  |  |  |  |
| --- | --- | --- | --- |
| **TITLE**: | Utility Mapping Plan | **NUMBER** |  |
| **MANUAL**: | Department Resource Manual | **ORIG DATE**: |  |
| **RESP**: | (INSERT NAME OF RESPONSIBLE DEPT.) | **REV. DATE:** |  |
| **REV BY:** | (INSERT NAME OF REVIEWER) | **EFF. DATE:** | aAAASDFAKDSFJAKLSDFJLKAEJROPIWERUOIQWERIUIWEKJRALKSDFJ |
| **APPV BY:** | (INSERT NAME OF APPROVER) |  |  |

# (INSERT DEPARTMENT/FACILITY NAME)

# POLICY

Drawings and documents will be maintained to correctly indicate the location of controls for the partial or complete shutdown of each utility system. (INSERT DEPARTMENT NAME) personnel will be trained in the proper procedures to follow in the shutdown of any utility system component.

Emergency shutoff controls for the utility systems components located throughout the facility will be clearly labeled and visible.

This policy applies to all facilities maintained by (INSERT RESPONSIBLE DEPARTMENT NAME).

# GUIDELINES

1.0 (INSERT TITLE OF RESPONSIBLE INDVIDUAL(s)) will make periodic rounds at least annually, to ensure all emergency shut-off- labels are visible and in place.

* 1. Procedures specific to shutdowns of the following utility systems are located in the Emergency Response section of the Emergency Preparedness Manual and the (INSERT DEPARTMENT NAME) Resource Manual.

Utility systems in the mapping plan include, but are not limited to:

* + 1. Electrical Distribution System
		2. Emergency Electrical Power System
		3. Vertical Lifts
		4. Heating, Ventilation, and Air Conditioning
		5. Plumbing and Water Distribution System
		6. Steam Distribution system
		7. Medical Gas Distribution system
		8. Medical and Surgical Vacuum and Compressed Air Delivery System
		9. Sewage Removal System
		10. Pneumatic Tube System
		11. Communication System
		12. Fire Alarm System

3.0 Record drawings and utility mapping plans are located (INSERT LOCATION OF RECORD DRAWINGS). Drawings and mapping plans are labeled by building name.