1. All requesters are to complete and submit a Shutdown Request Form to Susan Yun (susan.yun@ucsf.edu) at least (2) weeks prior to the requesting date of the work.

2. The shutdown request will be reviewed by the East Zone Associate Director, Millicent Magiera, and Mission Bay Chief Engineer, Ronny Melo.
   a. Discussion and investigation of the shutdown request are expected to determine feasibility of the work during date(s) / timeframe to ensure that the work does not significantly affect the occupants' work and other factors.
   b. If the work can be done, the appropriate person to assist with the shutdown or perform additional preparation will be assigned.

3. Once Steps A and B are approved, Millicent or Ronny will put her or his digital stamp of approval on the Shutdown Request Form and return the approved form back to the requestor.

4. The project manager and or contractors are to submit any updates that may affect the occupants' space in the building to Millicent Magiera and Ronny Melo. Please cc’ Susan Yun, so that a facilities notification, if necessary, can be sent out to the occupants via Facilities Services Communications Listserv to inform them of the shutdown’s impact.

**Reminder:** Only UCSF Facilities Staff will isolate equipment. A group lockout / tagout will be used to ensure that equipment is not energized without approval from both parties.

Updated 02/10/15