UCSF Facilities Services  
Shutdown Request Process  
for Parnassus Campus

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 Utilities Engineers, Campus Engineers, and Campus Trades at the next Shutdown meeting (every Mondays at 10:00 am):
   a. Discussion and investigation will include 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, Susan Yun will put her or his digital stamp of approval on the Shutdown Request Form and return the approved form back to the requestor.

4. Additionally, the Shutdown Coordinator will place the job and its details on the Facilities Shutdown Calendar and Sharepoint, which is accessible to all managers and crafts/engineers.

5. The project manager and or contractors are to submit any updates that may affect the occupants’ space in the building to Shutdown Coordinator, so that a facilities notification, if necessary, can be promptly be sent out to the occupants via Facilities Services Communications Listserv.

**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.