



Head's Up!

& Shutdown Coordination

Plant Operations – Work Control

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Head's Up!

- Notices from the campus community about after-hours activities & events
- Concerns from within Plant Operations that we aren't informed of certain events
- We do receive notices from some areas already – Head's Up! is just another method
- Form is available on the Plant Ops website: www.plantops.umich.edu



Shutdowns in the past....

- Had minimal coordination
- Frequently scheduled at the last minute
- No real approval process
- Communication was a “shotgun” style – email to the masses!
- Numerous surprises!



What we hope to do...

- Create an easy path for people to request a shutdown
- Information at our fingertips - Know the people who must be involved in any shutdown
- Effectively plan every shutdown
- Once it's arranged, communicate the shutdown to everyone involved



Create an easy path...

- The first step – notify the Shutdown Coordinator of the need
- Web form now available
 - Icon on the Plant Ops home page
 - Also link from the Work Control page
- Fill out the form – submit or fax
- Form lands with Cindy and she takes it from there



Information at our fingertips...

- We have created an extensive database
- We know who the primary contacts are for nearly every campus building
- We know who the secondary contacts are for most buildings
- We know who to notify about a shutdown
- We know the systems in each building and likely what the effect will be
- We're creating processes to keep this information current!



Effectively plan....

- Perform an assessment of the shutdown request – obtain info from the shops involved – determine urgency – determine potential dates
- Inform the primary contacts; negotiate the date & time; balance customer needs with Plant Operations ability to perform
- Confirm final decisions, in writing, to primary contacts and shops involved



Communicate

- Confirm all of the information in the shutdown database
- Using the targeted email lists we've developed, from within the database, we send an automated, email message containing all of the shutdown information



Other services provided....

- Shutdown communication for those who plan shutdown themselves
- Emergency shutdown communications
- Database lookups – Who to contact in a particular building? What systems are in a building?
- Database connectivity – within guidelines, we provide database info to other groups



Contact information....

- shutdowns@umich.edu
- Shutdown Coordinator
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