



Facilities Standard Operating Procedure #BP-01

TITLE:	BOILER PLANT SECURITY		
APPROVED:	Boiler Plant Mgr: RDR	Physical Plant Director: CB	AVC/Facilities: AMP
DATES:	Effective: February 1, 2008		

I. PURPOSE

The purpose of this FSOP is to establish security procedures to ensure the security of the Boiler Plant and well-being of the Facilities personnel operating the Boiler Plant during off-hours, nights, weekends, and designated state holidays.

II. PROCEDURES

A. Boiler Plant Operating Personnel Responsibilities:

1. For purposes of this FSOP, a workweek is defined as any Sunday - 12 a.m. through Saturday - 12 midnight.
2. The entrance to the Boiler Plant shall be locked at all times except when contractors are working in the plant. Each Boiler Plant employee shall have access keys to the plant.
3. The Boiler Operator shall check all external plant doors and windows during hourly rounds. This is especially important during the off-hour period from 4 p.m. - 7 a.m.
4. If a door is found to be unlocked and/or tampered with, and a window is discovered broken, the Boiler Operator shall secure the area, record his findings on the log, and call University Police at 334-7675.