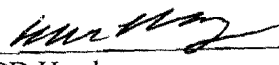


**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

BUILDING MANAGEMENT PROGRAM

Revised by  13747W Date 3/28/13
Eric Mchugh

Approved by  Date 4/1/2013
PPD Head

INTRODUCTION

The Building Manager Program is described in FESHM 2050. This document will not attempt to duplicate the FESHM 2050 chapter. Building Managers are authorized to temporarily stop any work practices, which they deem unsafe within their assigned building. Upon issuance of a temporary stop work order, the Building Manager must immediately contact the PPD Senior Safety Officer who is authorized to issue a formal stop work order or to rescind the temporary stop work order.

RESPONSIBILITIES OF PPD BUILDING MANAGERS

Specifically, the Building Manager shall:

1. Maintain records of:
 - a. Monthly and annual inspections of emergency lighting systems.
 - b. Monthly inspections of sprinkler systems
 - c. Periodic inspections of eyewash stations
 - d. Periodic inspections of the areas, documentation of problems, and corrections of code violations via ESHTRK
 - e. Maintenance (i.e. Crane, HVAC, Structural, etc.) performed by FESS or outside contractors
 - f. Building prints for structures, utilities, and experiments (as necessary)
2. Formalize procedures where necessary. For example:
 - a. Evacuation of building in a fire or other emergency
 - b. Safe welding, brazing, and burning procedures (burning permits, fire watch personnel, disablement of smoke detection systems, etc.)
3. Ensure correct control of hazardous materials. For example:
 - a. Documentation of chemical inventories
 - b. Storage and labeling of chemicals
 - c. Storage and disposal of waste materials
4. General
 - a. Identify problems with plant systems and initiate corrections with the appropriate support groups. (Heating, air conditioning, water systems and strainers, lighting, electrical distribution, etc.)
 - b. Maintain safe operation of machine areas
 - c. Where applicable, become familiar with experiment related systems
 - d. Coordinate building user requests with support personnel
 - e. Be the primary contact person for the area and post signs with manager's phone and page numbers along with emergency numbers for the building
 - f. Conduct operations within the building such that the area is free from recognized hazards likely to cause physical harm to occupants or equipment
 - g. Task manage construction work in buildings as their experience and qualifications permit