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C-A OPERATIONS PROCEDURES MANUAL

2.31 C-A Building Management

Text Pages 2 through 7

Hand Processed Changes

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Approved: \_\_\_\_\_ ***Signature on File*** \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

R. Karol

## 2.31 C-A Building Management

### 1. Purpose

This procedure describes the management of C-A buildings.

### 2. Responsibilities

- 2.1 This procedure is not intended to address all of the responsibilities of a building manager. Instead, a set of basic responsibilities are provided that give a minimum, uniform framework for building management at C-A buildings.
- 2.2 When the accelerator complex is operating, the on-shift operating crew is responsible to safely operate the accelerators and respond to emergencies. During shutdown periods, ensuring that work planning and safety rules are followed during maintenance and modification is the responsibility of each supervisor and the workers involved with work. The C-A Maintenance Coordinator and the Facilities and Experimental Support Sections, schedules the work during accelerator shutdown periods. Matrixed with the C-A operating and maintenance organization are the C-A Building Managers. A list of the current buildings belonging to the C-A Department and the corresponding [Building Managers](#) is maintained on the C-A ESSHQ website.
- 2.3 Building managers (or their alternates) serve as the single point of contact for coordination of non-programmatic issues that affect multiple/common areas or general services of their assigned buildings, including utility shutdowns, housekeeping, maintenance and construction projects.
- 2.4 The building managers are in effect, the landlord of their assigned building(s). They are responsible for assuring compliance with ESH requirements, correcting violations found during C-A Safety Inspections (TIER I), coordinating work priorities, maintaining the building Facility Use Agreement current, assuring that required maintenance and repairs on safety equipment are periodically performed, etc. They have BNL personnel, both from within and outside of the C-A Department, to assist them in their responsibilities.
- 2.5 The building manager shall become familiar with:
  - a) The operations and functions that occur within and outside the building that support the proper functioning of the building. Examples include electrical power distribution, HVAC systems, domestic water and sanitary piping and fire protection systems.
  - b) The operations and functions that occur within the building.
  - c) The general workings of any experimental and accelerator equipment within the building to the extent that it impacts normal building operation and occupancy.

- d) Locations and types of emergency and safety equipment in the building.
- e) Emergency plans associated with the building.
- f) Valuable materials stored in the building (see [C-A-OPM 1.20](#)).

2.6 Building Manager appointments are made, and/or revised, by the ESSHQ Division Head.

### 3. **Prerequisites**

3.1 Building Managers shall have the training and qualifications needed for unescorted access to the building for which they are assigned. The training and qualification requirements shall be determined by the C-A Training Manager, ESH Coordinator, the C-A Facilities Support Representative and the Building Manager.

3.2 The Building Manager shall be familiar with the emergency procedures associated with the building and with C-A [OPM 3.0](#), Local Emergency Plan for the Collider Accelerator Department.

3.3 Be familiar with the [BNL Building Manager Program](#) Website.

### 4. **Precautions**

None

### 5. **Procedure**

5.1 Establishing Contacts

5.1.1 In order to coordinate non-programmatic building issues, the Building Manager (and alternate) shall establish working relationships with the appropriate personnel for the various programs within the building. These personnel include, but are not limited to, C-A staff, MCR Operations Coordinator and other on-shift personnel, C-A Maintenance Coordinator, Plant Engineering, experimental spokespersons, liaison engineers, liaison physicists, C-A system specialists, C-A ESH Coordinators, C-A Environmental Coordinator, C-A Environmental Compliance Representative (ECR), C-A Facilities Support (FS) Representative, radiological control technicians (RCTs), Building Local Emergency Coordinator (LEC), Work Control Coordinators, and C-A Work Control Manager.

5.1.2 A representative for the C-A Building Managers shall attend the monthly BNL Building Manager meetings scheduled by the BNL Building Manager Program Manager.

## 5.2 ESH Practices

- 5.2.1 Building Managers shall ensure that all occupants understand the ESSH and housekeeping issues, and their responsibilities to comply with ESSH and housekeeping expectations. The building shall be maintained in a safe condition with minimum combustibles loading and safe egress maintained at all times.
  - 5.2.1.1 The Building Manager has the authority to prompt groups who have equipment inside and outside the building to clean up areas on a timely basis. The responsibility to clean the building following maintenance or modification to equipment is the group owning the equipment.
  - 5.2.1.2 The C-AD Housekeeping Policy is described in [C-A OPM 1.7.1, C-AD Housekeeping Policy](#).
- 5.2.2 The Building Manager shall participate in building safety inspections and coordinate implementation of corrective actions for safety violations.
- 5.2.3 The Building Manager shall be aware of the hazards within the building and the controls in place to minimize risk to workers and the environment.
- 5.2.4 The [BNL Fire Rescue Run Cards](#) shall be maintained current by the Building Manager assisted by the Building LEC. In many cases, this is the same person at C-AD. The C-A Safety Engineering Office or C-A ESH Coordinator is available to assist in this effort.
- 5.2.5 Any permits required for the building (cutting, welding, discharge permits, fire alarm impairment, etc.) shall be coordinated through the Building Manager.
- 5.2.6 The Building Manager shall be aware of the status of maintenance by Plant Engineering on common building equipment (e.g., cranes, air conditioning, breakers, back-flow prevention valves and fire alarms).
  - 5.2.6.1 C-AD “Designated Callers” shall notify the respective Building Manager when requesting Plant Engineering to perform work within a C-AD building complex.
- 5.2.7 If maintenance is overdue in these areas, then the Building Manager shall inform the F&ES Section Head or the Maintenance Coordinator. The Building Manager should coordinate the initiation of this overdue maintenance as soon as practical. This may require consultation with the C-A Maintenance Coordinator if the work can only be scheduled during a machine shutdown period.

- 5.2.8 The status of other work or planned outages of utilities (e.g., domestic water, electric power, steam, chilled water, air conditioning, compressed air, etc.) that could affect the building occupants or impact the safety or schedule of the accelerator complex shall be communicated to occupants by the Building Manager.
  - 5.2.9 Communication is to be normally accomplished by communicating with the Operations Coordinator or other appropriate on-shift personnel, the C-A Maintenance Coordinator, the Liaison Physicists and Liaison Engineers.
  - 5.2.10 In some cases, the Building Manager is also the Liaison Engineer for the experiment conducted within the building. If this is the case, then the experimenters occupying the building may be informed directly or through the Liaison Physicist for their experiment.
  - 5.2.11 Building Managers should expect Plant Engineering to inform Building Managers of planned utility outages in accordance with PE Operations & Maintenance Procedure [O&M-017, Utility Shutdown Notification](#).
- 5.3 Maintenance and Work Practices
- 5.3.1 The Building Manager shall ensure a system is in place such that all work (operational or experimental) conducted in the building is reviewed by a work control coordinator in accordance with [OPM 2.28](#), or [OPM 2.29](#).
    - 5.3.1.1 The Building Manager shall ensure that occupants are aware of the requirement to have all hazard controls in place (including required permits, monitoring, etc.) before work begins.
  - 5.3.2 The Building Manager shall ensure the occupants are aware that the work area shall be cleaned upon completion of work in order to maintain the area free from safety hazards and combustibles. This includes removal of all wastes and excess materials, parts, components, etc. Housekeeping responsibilities are described in paragraphs 5.2.1.1 and 5.2.1.2.
  - 5.3.3 If the work involves utilities that may affect workers or building equipment, then the Building Manager shall coordinate with building occupants.
  - 5.3.4 Routine work orders should be submitted using [MAXIMO](#), Plant Engineering's computerized Maintenance Management System.
    - 5.3.4.1 Emergency work orders may be called into x2468 during normal working hours.
    - 5.3.4.2 After hours, emergency work orders may be called into the BNL Site Shift Supervisor (voice pager 0519).

## 5.4 Facility Use Agreements (FUA)

**Note:**

Facility Use Agreements are maintained on the BNL SBMS [FUA website](#). The requirements for FUAs are found in the BNL Standards Based Management System [Facility Use Agreements Subject Area](#).

5.4.1 The Building Manager shall maintain the building FUA current.

5.4.1.1 The Building Manager shall review/change the FUA whenever the hazards, utilities, uses, or occupancy (including changes in shared building areas) of the building change. The ESSHQ Division shall assist in these updates.

5.4.1.2 Depending upon the significance of the building status change, the FUA change may be done concurrent with the physical change, or at least annually. The ESSHQ Division will inform Building Managers when the annual FUA review is due for completion.

5.4.2 Building Managers shall coordinate any FUA change with the C-A ESSHQ Division Head or ESH Coordinator.

## 5.5 Environmental Responsibilities

5.5.1 The Building Manager shall promote energy awareness among building occupants and identify areas for saving energy during building walk-throughs. The ESSHQ Division Head or the C-A ECR shall assist with suggested savings in this area.

5.5.2 The Building Manager shall ensure legacy waste issues are identified, tracked, and resolved. It is noted that the actual work on these issues may be conducted by building occupants, the Building Manager, the C-A Environmental Coordinator, or the C-A ECR, depending upon the particular legacy waste issue.

## 5.6 Security Responsibilities

5.6.1 Building managers shall be knowledgeable of the requirements of [C-A-OPM 1.20](#) and the valuable materials contained within their building.

5.6.2 Building managers shall conduct weekly walk-downs of their buildings to look for unsecured valuable materials and follow up with corrective action as appropriate.

**6. Documentation**

6.1 Facility Use Agreements.

**7. References**

7.1 BNL [SBMS Management System Description, Facility Operations.](#)

7.2 [C-A-OPM 1.20](#), C-A Policy for Accountability and Security of Valuable Materials.

7.3 C-A [OPM 2.28](#), "C-A Procedure for Enhanced Work Planning and Control for Operations".

7.4 C-A [OPM 2.29](#), "C-A Procedure for Enhanced Work Planning for Experimenters".

7.5 C-A [OPM 3.0](#) "Local Emergency Plan for the Collider-Accelerator Department".

7.6 [C-A OPM 1.7.1, C-AD Housekeeping Policy.](#)

7.7 BNL [FUA website.](#)

7.8 [BNL Fire Rescue Run Cards.](#)

7.9 [Facility Use Agreements Subject Area.](#)

7.10 [O&M-017, Utility Shutdown Notification.](#)

**8. Attachments**

None