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C-A OPERATIONS PROCEDURES MANUAL

12.1 Building 901A Lockup

Text Pages 2 through 4

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

C. Carlson

12.1 Building 901A Lockup

1. Purpose

Define the sequence of activities required in order to maintain security and allow access to the facility only to authorized persons during non-business hours (before 08:30 and after 17:00), Building 901A is to be locked using the following check list.

2. Responsibilities

It is the responsibility of the person or persons executing this procedure to observe all safety rules.

3. Prerequisites

The person or persons executing this procedure shall have all formal training required of a TVDG Operator.

4. Precautions

None

5. Procedure

See attachment 8.1

6. Documentation

None

7. References

None

8. Attachments

8.1 Building 901A Lockup Checklist

Attachment 8.1 - Building 901A Lockup Checklist

1. _____ Front Lobby Door.
2. _____ East End Hallway Door (at TR-4 end of building).
3. _____ Loading Dock Doors (Roll-up and conventional).
4. _____ West Hallway Doors (Pink doors into building 901).
5. _____ Modular Building Door (Trailer door).
6. _____ Electronic Module Room Door (in control room).
7. _____ Source Lab Door (Room 117).
8. _____ East and West Basement Doors.
9. _____ Power House #1 (Building 907).
10. _____ Power House #2 (Building 908).
11. _____ Power House #3 (Building 941).

When Not Running: When the facility is not operational, the operators on the last scheduled shift shall insure the above list, plus the following, have been completed.

1. _____ Passage way From TR-4 to Accelerator Room.
2. _____ Control Room Shielding Door (close door and lock circuit breaker).
3. _____ Mechanical Equipment Room Shielding Door (close door and lock circuit breaker).
4. _____ Mechanical Equipment Room Ladder Door (in pit).
5. _____ Mechanical Equipment Room Doors to Hallway.
6. _____ Lock Lab 0.
7. _____ Target Room 1 Shielding Door (close door and lock circuit breaker)

8. _____ Target Room 2 Shielding Door (close door and lock circuit breaker)
9. _____ Target Room 4 Shielding Door (close door, turn off circuit breaker, and lock emergency wooden door).
10. _____ Lock Control Room Door to Hallway.
11. _____ Get elevator key from key cabinet. Run elevator to Electrical Equipment Room, Turn key from Auto to Insp and relock key in the key cabinet in the control room.

In addition to the above list of doors, the following items should also be checked.

1. _____ Sensophone (control room, above rack 2) should be ON if no one is on duty.
2. _____ Halon System (control room, south wall) should be set to NORMAL if no one is on duty.
3. _____ Coffee Pot (coffee room) should be turned OFF.