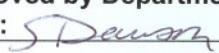


BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-P-ATF-0028	Revision: 2
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Subject: HVAC Failure Response Procedures for ATF		Prepared by: Karl Kusche
Reviewed by ES&H Coordinator: 	Approved by ATF Head: 	Approved by Department Chair: 

HVAC Failure Response Procedures for ATF

1) YAG Clean Room

Normal working hours M-F 8:30AM-4:30PM: Notify Marcus Babzien & Vitaly Yakimenko. Route info to Karl Kusche who will call the AC shop supervisor Pat Brown x4638 and phone in urgent work request to Maintenance Management x2468.

After hours & weekends: Notify Marcus Babzien & Vitaly Yakimenko (HOME/CELL). Phone in urgent response request to the "off-hours site supervisor" x4284 (voice pager x0519) or Central Chilled Water facility x4174. Request that they turn off breaker #2/4/6 "Air Handler" in south hallway breaker panel labeled "CL RM PP B, 480Volts";

Action items: a) Turn off HEPA fans (dials in south hallway), b) If too hot/humid, open interior doors and ensure that portable AC unit is functioning properly ("cool"), c) If too cold, open interior doors and switch portable AC unit to "heat".

2) Mezzanine

Normal working hours M-F 8:30AM-4:30PM: Notify Marc Montemagno & Vitaly Yakimenko. Route info to Karl Kusche who will call the AC shop supervisor Pat Brown x4638 and phone in urgent work request to Maintenance Management x2468.

After hours & weekends: Notify Marc Montemagno & Vitaly Yakimenko (HOME/CELL). Phone in urgent response request to the "off-hours site supervisor" x4284 (voice pager x0519) or Central Chilled Water facility x4174.

Action items: Check that the wall thermostat is set to **HOLD, 69F**. Check that the portable AC units are functioning properly; they are to be normally set to **AUTO, 68F**.

3) Experimental Hall and CO2 Rooms

Normal working hours M-F 8:30AM-4:30PM: Notify Igor Pogorelsky & Vitaly Yakimenko. Route info to Karl Kusche who will call the AC shop supervisor Pat Brown x4638 and phone in urgent work request to Maintenance Management x2468.

After hours & weekends: Notify Igor Pogorelsky & Vitaly Yakimenko (HOME/CELL). Phone in urgent response request to the "off-hours site supervisor" x4284 (voice pager x0519) or Central Chilled Water facility x4174. Request that they turn off 3 breaker box switches labeled "AC unit – ATF 820 Exp Hall" (2 outside of Control room) and "Air handler – ATF 820 Exp Hall" (1 outside of Exp Hall double doors).

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Action items: a) Turn off HEPA fans (dials in C1 room), b) If too hot/humid, open interior doors and ensure that portable AC units are functioning properly (“cool”), c) If too cold, open interior doors and switch portable AC units to “heat”.

4) Control Room

Normal working hours M-F 8:30AM-4:30PM: Notify Bob Malone & Vitaly Yakimenko. Route info to Karl Kusche who will call the AC shop supervisor Pat Brown x4638 and phone in urgent work request to Maintenance Management x2468.

After hours & weekends: Notify Bob Malone & Vitaly Yakimenko (HOME/CELL). Phone in urgent response request to the “off-hours site supervisor” x4284 (voice pager x0519) or Central Chilled Water facility x4174.

Action items: Check that AC window units are set and functioning properly.