



Greater Toronto Airports Authority

Facilities

Shut Down Procedures

Procedure No. 0009

Version 4.3

Toronto Pearson International Airport

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1. Introduction

1.1 Purpose

This document has been developed to ensure that shut down requests involving vital systems, utilities, and services are completed and processed according to a pre-established procedure to ensure sufficient advanced preparation, notification to all appropriate parties, and minimal interruption to the Airport operator and customers. Shut downs of vital systems, utilities, and services include life safety systems, water mains, electrical circuits, passenger boarding bridges, HVAC systems, and baggage systems all of which have the potential to interrupt normal Airport operations and interfere with the provision of services to customers. This procedure applies to any shut downs, disconnects, structures, and facilities that belong to, or are owned by, the GTAA, including tenants of the GTAA.

1.2 Proposed Audience

This document is principally intended for, and will be utilized in whole or in part by, the following GTAA divisions and Contracted service providers:

- GTAA Maintenance Managers;
- GTAA Maintenance Trades and Trades Supervisors;
- BMS Operators;
- Maintenance Coordinators and Maintenance Dispatchers;
- AOCC and Emergency Services;
- Construction Control;
- Terminal Operations;
- Resource Management Unit (RMU);
- Contractors;
- Engineering;
- Jervis Webb; and
- Other Contracted service providers
- Tenants and their Contractors

1.3 Exceptions

This procedure does not apply if a shut off/shut down component (i.e. water, life safety, mechanical, or electrical) will not affect any other GTAA owned facilities, structures, or tenants. It also does not apply to facilities where the component is isolated to a new/in development structure (not yet accepted/commissioned by the GTAA) and it will not affect any other GTAA owned structure/facility/tenant.

2. Shut Down Procedures

2.1 Overview

Shut downs of any Airport systems or utilities require a minimum of seventy-two (72) hours notice to the Maintenance Dispatch Centre (MDC) in advance of the shut down date and time. System *Shut Down Request* forms are available by request through the GTAA Facilities Maintenance Department and shall be completed and submitted to the MDC for processing. The seventy-two (72) hour start time commences once the MDC has received and reviewed the request via e-mail. A sample form (*not to be used for submission of requests as it is not an exact replica of the original*) is provided on the following page. The shaded areas indicate the sections and information the requestor must complete and submit to the MDC to initiate the shut down request.

2.2 Requesting a Shut Down

The procedure for requesting a shut down is as follows:

1. Request a form from the GTAA Facilities Maintenance Department
2. Complete all shaded areas of the form as indicated in the sample sheet on the following page
3. Consult with affected parties to minimize operational impact.
4. Submit the request form to the MDC seventy-two (72) hours prior to the necessary shut down either:
Electronically, via e-mail, to maintenancedispatchcentre@gtaa.com (preferred)
OR
Via facsimile to (416) 776-3227 *
5. Await confirmation from the MDC that the request is being processed and/or confirmation of approval for the shut down request which will be communicated within the seventy-two (72) hour period
6. Upon notification and on the day and time of the scheduled shut down, notify the MDC (6-WORK) prior to shutting down the systems or utilities before commencing work
7. Upon completion of the work, and prior to leaving the site/property, restore the systems or utilities that were shut down to normal operation or service and advise the MDC accordingly

MDC will create an FYI Codes event to advise AOCC of all shutdown information. If the shutdown pertains to a passenger boarding bridge or baggage conveyor system, the MDC will advise the RMU prior to shutdown and after start up via telephone.

* Note: As an exception in extraordinary circumstances, a request can be made verbally by calling the MDC at (416) 776-WORK. The MDC can complete the form on the caller's behalf, failing the ability of the caller to communicate with the MDC by e-mail or facsimile.

2.2 Sample Shut Down Request Form

FACILITIES MAINTENANCE SHUT DOWN REQUEST FORM		
TYPE OF SHUT DOWN REQUIRED		
<input type="checkbox"/> Life Safety System <input type="checkbox"/> Electrical <input type="checkbox"/> Water <input type="checkbox"/> HVAC <input type="checkbox"/> Baggage Conveyor System <input type="checkbox"/> Passenger Boarding Bridge		
FAP # (Facilities Alteration Permit)	Please provide the following information (attachments) Drawing showing the area of work Areas and/or facilities affected	
PROJECT # or CONTRACT #	Work order #	
Requestor Name →	Contact Number(s)	
	Phone: - -	
	Fax: - -	
Requestor Email:	GTAA Contact/Representative/Manager/Tenant Name:	
	Contact Number: - -	
Contractors Name & Address →	On Site Contact Name →	→ On Site Contact Number(s)
		- -
Date of Request (Mmm dd/yy)	Duration of Shut down (Total Hrs):	
DATE Shut down <u>Required</u> (Mmm dd/yy)	DATE <u>Return</u> To Service (Mmm dd/yy)	
TIME Shut down <u>Required</u> (AM/PM) 0:00	TIME <u>Return</u> To Service (AM/PM) 0:00	
Location/Area:		
Details:		
TO BE FORWARDED VIA EMAIL AS AN <u>ATTACHMENT</u> FOR PROCESSING TO:		
maintenancedispatchcentre@gtaa.com		
FACILITIES MAINTENANCE, MAINTENANCE DISPATCH CENTER (MDC Terminal One Phone: 416-776-9675)		
FOR OFFICE USE ONLY		
AMMS Request R#		
Received in MDC by	Date: Mar 17/05	Time: 1:20 PM
72 Hour Lead Time Ends	Date:	Time: 0:00
Signature: (Functional Managers authorization to proceed)	Date:	Time: 0:00
FOR USE BY MAINTENANCE COORDINATOR		
ALL PARTIES INVOLVED HAVE BEEN ADVISED (Event has been posted in the online Shut down Schedule)	Signature:	

2.3 Modifying a Shut down Request

If, after requesting a shut down, any details need to be changed to the request such as rescheduling or extending the date or time, the requestor shall notify all MDC dispatchers and all Maintenance Planning Coordinators at the following e-mail addresses: maintenancedispatchcentre@gtaa.com and zzl-MaintenancePlanning@gtaa.com, respectively.

The MDC is notified in case the need for follow-up should be necessary.

The Maintenance Coordinator will coordinate the requested changes upon subsequent approvals, update AMMS and forward the original email notification to all parties, including MDC as follows:

An example of the information that would be included in the subject line is as follows:

E-mail Subject line:

FW: **Rescheduled:** THUR. MAR 25 AT 1600 TO SAT MAR 27 AT 0400 HRS - T2
MOD E SPINE ROAD/HOLDING ROOM - LIFE SAFETY SHUTDOWN REQUEST
R354

E-mail Body:

Originally Scheduled: THURS. MAR 25 AT 1600 TO FRI. MAR 26/04 AT 0400 HRS
(12 HRS)

2.4 Processing Shut down Requests (MDC)

The seventy-two (72) hour lead time that the MDC requires to properly process a shut down request includes notifying all offices and parties affected by the shut down in addition to obtaining all required authorizations, signatures, and approvals prior to the shut down. In some instances, some special conditions, such as fire watches, may also be required and will have to be coordinated.

The fields on the *Shut Down Request* form that follow the section entitled “For Office Use Only” are the responsibility of the MDC to complete, utilizing information from AMMS, as per the procedures listed in 2.3.2. The MDC shall also electronically forward shut down requests to any and all appropriate parties, via e-mail, and include the following information in the subject line:

- Date of the requested shut down
- Time of the requested shut down
- Location of the requested shut down
- The shut down type, as indicated in section 2.3.1
- Request (Rxxxx), provided by AMMS

The following is an example of the information that shall appear in the subject line of a shut down request notification e-mail:

Tue Mar 4/04 at 0800 – 1600, T2 Sprinkler shut down request, R172

2.4.1 Shut Down Types

There are several types of shut downs and, as such, different signing authorities and parties requiring notification vary depending on the shut down type. As part of the shut down procedure, the MDC will notify appropriate parties via e-mail of the shutdown request. The following table indicates the shut down type, all parties requiring notification, and the person ultimately authorizing the request:

Shut Down Type	Parties Requiring Notification	Authorizing Signature
Life Safety Systems	<ul style="list-style-type: none">• Life Safety Superintendent• All Maintenance Planning Coordinators• Requestor• All MDC associates• AOCC if operational impact	Senior Facilities Maintenance Manager

Shut Down Type	Parties Requiring Notification	Authorizing Signature
Water	<ul style="list-style-type: none"> • Plumbing Supervisors • All Maintenance Planning Coordinators • Requestor • All MDC associates • AOCC if operational impact 	Facilities Maintenance Mechanical Manager
Electrical Airfield	<ul style="list-style-type: none"> • Airfield Electrical Supervisors • All Maintenance Planning Coordinators • Requestor • All MDC associates • AOCC if operational impact 	Facilities Maintenance Airfield Electrical Manager
Electrical Buildings	<ul style="list-style-type: none"> • Building Electrical Supervisors • All Maintenance Planning Coordinators • Requestor • All MDC associates • AOCC if operational impact 	Facilities Maintenance Building Electrical Manager
Baggage Handling System	<ul style="list-style-type: none"> • Millwright Supervisors • Electrical Supervisors • All Maintenance Planning Coordinators • RMU Coordinators • Requestor • All MDC associates • AOCC if operational impact 	Facilities Maintenance Mechanical Manager
Passenger Boarding Bridges	<ul style="list-style-type: none"> • Millwright Supervisors • Electrical Supervisors • All Maintenance Planning Coordinators • RMU Coordinators • Requestor • All MDC associates • AOCC if operational impact 	Facilities Maintenance Mechanical Manager
HVAC Systems	<ul style="list-style-type: none"> • BMS Supervisors • All Maintenance Planning Coordinators • Requestor • All MDC associates • AOCC if operational impact 	BMS Manager

2.4.2 MDC Procedure

The procedure for the MDC in processing shut down requests, once received and reviewed by the MDC, is as follows:

1. Duplicate an existing shutdown Request in AMMS in order to maintain format consistency
2. Update all information for the current request (ensuring to delete all criteria pertaining to the previous shut down)
3. Update the *Shut Down Request* form by entering all fields in the “For Office Use Only” section using the information generated by the Work Request in AMMS including:
 - The AMMS request number (Rxxxx)
 - Name of dispatcher who received the request
 - Date and time the request was received by the MDC
 - Enter, according to the time the request was received, the time in which seventy-two (72) hour lead time ends (time received + 72 hours = lead end time)
4. Forward, electronically, the completed *Shut Down Request* form, via e-mail, to all parties requiring notification, based on the shut down type – ensuring all applicable information is included in the subject line of the e-mail as shown in the example in Section 2.3

Once the request is forwarded, the MDC is transferring completion of the request form to the Maintenance Planning Coordinators who will obtain all required authorizations and schedule the shut down. The MDC will be contacted by the requestor on the day of the scheduled shut down prior to commencing work (and prior to shutting down systems or utilities) and upon the completion of work.

2.4.3 Maintenance Planning Coordinators’ Procedure

After the MDC has forwarded the *Shut Down Request* form to all appropriate parties including the Maintenance Planning Coordinators, the Coordinator will obtain all pertinent information from the appropriate Supervisor that will assist with, or ultimately authorize, the request (i.e. points of by-pass etc.). Upon receipt of all information to complete the request form, the Maintenance Planning Coordinator will:

1. Update the work request fields and print the *Shut Down Request* form for approval and signature from the appropriate Manager
2. Generate, upon Management authorization, a Work Order(s)
3. Confirm with all appropriate parties via e-mail (by fax or phone in the event of an e-mail service interruption) that the shut down is approved and scheduled
4. Confirm with the requestor that the shut down is approved and scheduled
5. File the signed, hard copy of the shut down request form