

Project Request : Utility Shutoff Process

FACILITIES OPERATIONS AND BUILDING SERVICES

Beginning the Process

Contact the shop supervisor at FOBS for the respective shop that is requested for assistance with the shut off.

- Ensure that the support needed from FOBS will be available at the requested time frame

Contact Work Order Control at 6-3113 to create a work order for the shop assisting with the shut off.

Notification of scheduled shutoffs must be submitted 3 weeks in advance of the shut off.

Why are BEC Notifications Necessary / What are the Roles of those involved?

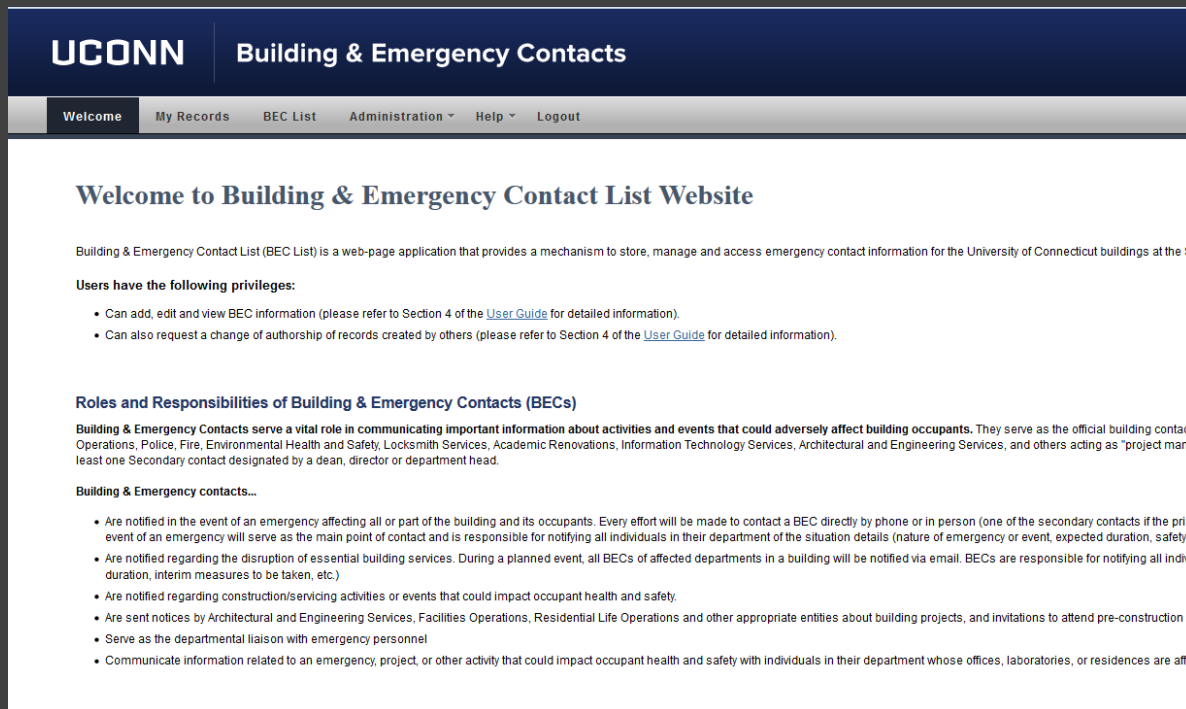
The BEC notification process is implemented to provide building contacts with critical information in regards to utility shut offs and other project-related activities that will affect normal business operations or impact occupant health and safety.

It is the role of the project manager to notify all building contacts to confirm the scheduled shut off or activity prior to the BEC notification message being released.

It is the role of the building contact to notify those within their department of the shutdown/activity and confirm with the project manager the times of the shutdown.

It is the role of Work Order Control to utilize the BEC List program to create and issue the message containing information on the shutdown/activity, provided by the project manager.

Finding Building Contact's Information



The screenshot shows the UConn Building & Emergency Contact List Website. The header includes the UCONN logo and the title "Building & Emergency Contacts". A navigation bar contains links for "Welcome", "My Records", "BEC List", "Administration", "Help", and "Logout". The main content area features a welcome message, a description of the BEC List application, a list of user privileges, and a section on the roles and responsibilities of BECs.

UGCONN Building & Emergency Contacts

Welcome My Records BEC List Administration Help Logout

Welcome to Building & Emergency Contact List Website

Building & Emergency Contact List (BEC List) is a web-page application that provides a mechanism to store, manage and access emergency contact information for the University of Connecticut buildings at the St...

Users have the following privileges:

- Can add, edit and view BEC information (please refer to Section 4 of the [User Guide](#) for detailed information).
- Can also request a change of authorship of records created by others (please refer to Section 4 of the [User Guide](#) for detailed information).

Roles and Responsibilities of Building & Emergency Contacts (BECs)

Building & Emergency Contacts serve a vital role in communicating important information about activities and events that could adversely affect building occupants. They serve as the official building contacts for Facilities Operations, Police, Fire, Environmental Health and Safety, Locksmith Services, Academic Renovations, Information Technology Services, Architectural and Engineering Services, and others acting as "project manager" for at least one Secondary contact designated by a dean, director or department head.

Building & Emergency contacts...

- Are notified in the event of an emergency affecting all or part of the building and its occupants. Every effort will be made to contact a BEC directly by phone or in person (one of the secondary contacts if the primary contact is unavailable). In the event of an emergency will serve as the main point of contact and is responsible for notifying all individuals in their department of the situation details (nature of emergency or event, expected duration, safety instructions, etc.)
- Are notified regarding the disruption of essential building services. During a planned event, all BECs of affected departments in a building will be notified via email. BECs are responsible for notifying all individuals in their department of the situation details (nature of emergency or event, expected duration, safety instructions, interim measures to be taken, etc.)
- Are notified regarding construction/servicing activities or events that could impact occupant health and safety.
- Are sent notices by Architectural and Engineering Services, Facilities Operations, Residential Life Operations and other appropriate entities about building projects, and invitations to attend pre-construction meetings.
- Serve as the departmental liaison with emergency personnel
- Communicate information related to an emergency, project, or other activity that could impact occupant health and safety with individuals in their department whose offices, laboratories, or residences are affected.

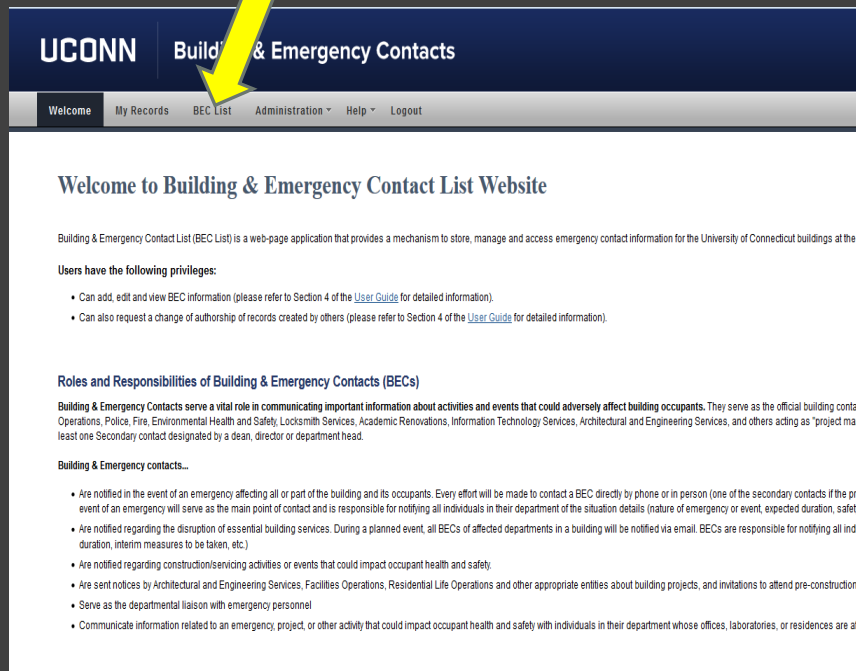
Access the BEC List program at:

[Beclist.uconn.edu](https://beclist.uconn.edu)

You will be prompted to enter your NetID and password to access the system.

The program will open and look like the example here.

Finding Building Contact's Information



UCONN Building & Emergency Contacts

Welcome My Records **BEC List** Administration Help Logout

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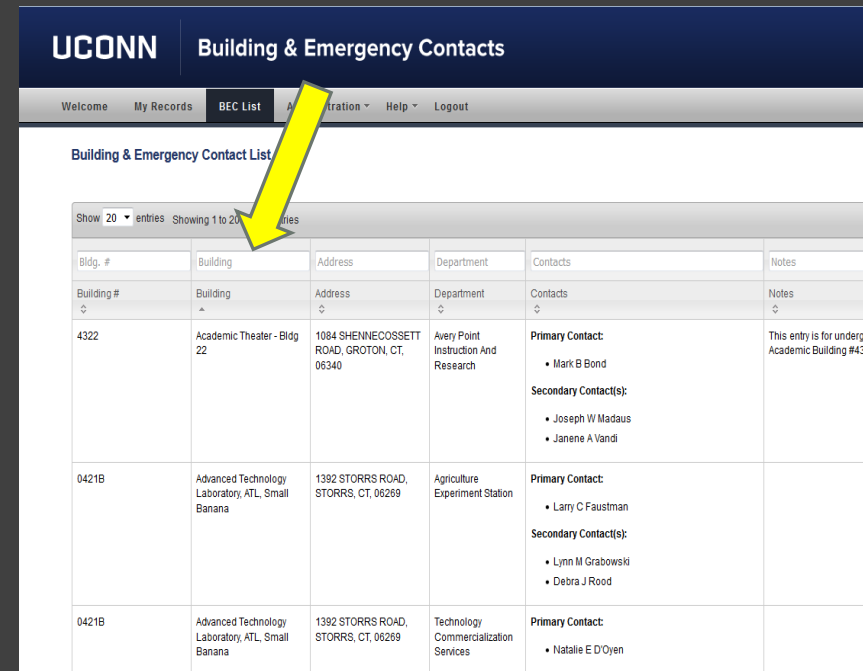
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Select BEC List at the top of the page to open the building contacts page.



UCONN Building & Emergency Contacts

Welcome My Records **BEC List** Administration Help Logout

Building & Emergency Contact List

Show 20 entries Showing 1 to 20 of 20 entries

Bldg. #	Building	Address	Department	Contacts	Notes
4322	Academic Theater - Bldg 22	1084 SHENNECOSSETT ROAD, GROTON, CT, 06340	Avery Point Instruction And Research	Primary Contact: <ul style="list-style-type: none">• Mark B Bond Secondary Contact(s): <ul style="list-style-type: none">• Joseph W Madaus• Janene A Vandi	This entry is for undergrad Academic Building #4322
0421B	Advanced Technology Laboratory, ATL, Small Banana	1392 STORRS ROAD, STORRS, CT, 06269	Agriculture Experiment Station	Primary Contact: <ul style="list-style-type: none">• Larry C Faustman Secondary Contact(s): <ul style="list-style-type: none">• Lynn M Grabowski• Debra J Rood	
0421B	Advanced Technology Laboratory, ATL, Small Banana	1392 STORRS ROAD, STORRS, CT, 06269	Technology Commercialization Services	Primary Contact: <ul style="list-style-type: none">• Natalie E D'Oyen	

Click on the "Building" box and enter the name of the building. The system will filter the selections as you type.


Finding Building Contact's Information

Building & Emergency Contact List

Show 20 entries Showing 1 to 2 of 2 entries (filtered from 552 total entries)

Bldg. #	facilities op	Address	Department	Contacts
Building #	Building	Address	Department	Contacts
0381	Facilities Operations Building, Facilities Oper Bldg	25 LEDOYT ROAD, STORRS, CT, 06269	Facilities	Primary Contact: <ul style="list-style-type: none">• Anthony R Weston Secondary Contact(s): <ul style="list-style-type: none">• Tracey A Miller• Holly A Rau• Eric Kruger• Peter M Jednak
0381	Facilities Operations Building, Facilities Oper Bldg	25 LEDOYT ROAD, STORRS, CT, 06269	Locksmith	Primary Contact: <ul style="list-style-type: none">• Robert J Druge Secondary Contact(s): <ul style="list-style-type: none">• Michael P Gorman

Showing 1 to 2 of 2 entries (filtered from 552 total entries)



There may be multiple contacts for a single building, as each department within a building has a contact person.

In buildings with multiple departments, a contact from each department must be notified prior to a BEC notice being released.

Click on the box containing the contact names for that respective department to see the employee's contact information.

Finding Building Contact's Information

Showing 1 to 2 of 2 entries (filtered from 552 total entries)

Type	Name	Email Address	Work Phone	Cell Phone Number	Fax Number
Primary	Anthony R Weston	anthony.weston@uconn.edu	(860) 486-8042	(860) 625-8242	
Secondary	Tracey A Miller	tracey.miller@uconn.edu	(860) 486-5357		
Secondary	Holly A Rau	holly.rau@uconn.edu	(860) 486-3194		
Secondary	Eric Kruger	eric.kruger@uconn.edu	(860) 486-5118	(860) 942-1484	
Secondary	Peter M Jednak	michael.jednak@uconn.edu	(860) 486-4741	(860) 486-4741	

• Michael P Gorman

Showing 1 to 2 of 2 entries (filtered from 552 total entries)

A window will pop up with the contact information for both the primary and secondary contacts.

Contact information including email address, Work Phone, Cell Phone, and Home Phones are accessible if provided by the department contact.

An attempt to contact the primary contact should be made first, and then any secondary contacts subsequently, if the primary is unavailable.

Only one contact per department needs to be notified.

Filling out a BEC Notice Request

- After the coordination with BECs for the requested work, a BEC Notice Request form must be filled out and submitted to Work Order Control.
 - A copy of the BEC Notice Request can be found here: [BEC Notice Request Form](#)
 - The form can be submitted by email to facilities_operations@uconn.edu or dropped off in person at WOC located on the first floor of the Facilities Operations Building
- If a BEC Notice Request form is needed, please contact Work Order Control at 486-3113.

BEC Assistance

Should you need assistance with the BEC process, please use the following contacts for guidance:

- BEC Notice Request Form: WOC 6-3113 facilities_operations@uconn.edu
- Trade Shops : Shop Supervisor Varies Various
 - Mickey Gorman 6-2948 Michael.Gorman@uconn.edu
 - Dave Garside 6-2923 david.Garside@uconn.edu
- General Inquiries : N/A N/A ucec@uconn.edu