Project Request: Utility Shutoff Process
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

Access the BEC List program at:

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

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

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

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Email Address</th>
<th>Work Phone</th>
<th>Cell Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Anthony K. Weston</td>
<td><a href="mailto:anthony.weston@ucconn.edu">anthony.weston@ucconn.edu</a></td>
<td>(860) 486-8042</td>
<td>(860) 625-8242</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>Tracey A Miller</td>
<td><a href="mailto:tracey.miller@ucconn.edu">tracey.miller@ucconn.edu</a></td>
<td>(888) 486-5357</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>Holly A Rau</td>
<td><a href="mailto:holly.ruo@ucconn.edu">holly.ruo@ucconn.edu</a></td>
<td>(860) 486-3104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>Eric Kruger</td>
<td><a href="mailto:eric.kruger@ucconn.edu">eric.kruger@ucconn.edu</a></td>
<td>(860) 486-5118</td>
<td>(860) 942-1484</td>
<td></td>
</tr>
<tr>
<td>Secondary</td>
<td>Peter M. Jedausk</td>
<td><a href="mailto:michael.jedausk@ucconn.edu">michael.jedausk@ucconn.edu</a></td>
<td>(860) 486-4741</td>
<td>(860) 486-4741</td>
<td></td>
</tr>
</tbody>
</table>
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.