**EXHIBIT 7**

**Building Operating Plan Template**

***[[[The Building Operating Plan, Exhibit 7 was issued in 2019.  The BOP is mandatory and this template represents the minimum requirements to be included in your actual Building Operating Plan. We encourage users to be as specific as possible when preparing their plans. Make changes where obvious updates are warranted. Additional items may be added at your discretion]]]***

**BUILDING OPERATING PLAN**

**Insert Building Photo**

**(ABP Photo)**

**PREPARED FOR:**

**BUILDING NAME**

**ADDRESS, CITY & STATE**

**BUILDING NUMBER**

**REGION X**

**DATE**

TABLE OF CONTENTS

**1.0** **GENERAL GUIDANCE**…………………………………………………………………..….…X

**2.0** **OPERATIONAL PROCEDURES AND SITE PLANS**………….…………………………… X

2.1 BOILER PLANT

2.2 CHILLER PLANT

2.3 DOMESTIC HOT WATER PLANT

2.4 HEATING BOILER PLANT

2.5 GENERAL PLUMBING AND DOMESTIC WATER SYSTEMS

2.6 WATER TREATMENT PLAN

2.7 FIRE ALARM SYSTEMS

2.8 FIRE SUPPRESSION SYSTEMS

2.9 SITE PLANS AND DRAWINGS

2.10 EQUIPMENT INVENTORY

**3.0 HVAC EQUIPMENT DESCRIPTIONS AND SEQUENCES OF** **OPERATION**…….......... X

3.1 PENTHOUSE MECHANICAL ROOMS

3.2 PENTHOUSE AIR HANDLERS

3.3 MAIN AIR HANDLERS

**4.0 ELECTRICAL DISTRIBUTION** **AND SPECIFICATIONS**................................................... X

4.1 EMERGENCY GENERATORS

4.2 MAIN ELECTRICAL SUBSTATIONS

4.3 ADDITIONAL SUBSTATIONS

4.4 LIGHTING CONTROL SYSTEMS

4.5 TRANSFORMERS

**5.0 ENERGY MANAGEMENT CONTROLS AND SPECIFICATIONS**….............................. X

5.1 BUILDING AUTOMATION SYSTEM

5.2 DUAL DUCT VAV TERMINALS

5.3 COOLING VAV TERMINALS

**6.0 ARCHITECTURAL AND STRUCTURAL SYSTEM MAINTENANCE**............................. X

6.1 FAÇADE

6.2 ROOFS

6.3 PARKING DECKS

6.4 RAIN GUTTERS

6.5 DRAINS

6.6 WINDOWS

6.7 VERTICAL TRANSPORTATION (ELEVATORS/ESCALATORS)

7.0 **CUSTODIAL OPERATIONS AND GROUNDS MAINTENANCE………………………….X**

7.1 LANDSCAPE MAINTENANCE

7.2 PEST CONTROL

7.3 TRASH REMOVAL

7.4 SNOW REMOVAL

7.5 BUILDING CLEANING

7.6 PARKING LOTS

**8.0 TOUR PROCEDURES AND MAINTENANCE DOCUMENTATION**……………..…....... X

8.1 TOUR PROCEDURES

8.2 DAILY CHECKLIST

8.3 WEEKLY CHECKLIST

8.4 SCHEDULED MAINTENANCE

8.5 CORRECTIVE MAINTENANCE AND REPAIRS

8.6 PLANNED PREVENTIVE MAINTENANCE

**9.0 SERVICE CALL, MAINTENANCE AND REPAIR PROCEDURES**……………………. X

9.1 TENANT REQUEST AND SERVICE CALLS

9.2 AFTER-HOURS CALLS

8.3 EMERGENCY SERVICE CALLS

**10.0 BUILDING SECURITY PROCEDURES**................................................................................ X

10.1 ACCESS AND IDENTIFICATION

10.2 MONITORING

10.3 BAGGAGE INSPECTIONS

10.4 LOADING DOCK ACCESS

10.5 PARKING LOT ACCESS

10.6 AFTER HOURS ACCESS

10.7 PATROLS

10.8 REPORTING INCIDENTS AND RESPONDING TO EMERGENCIES

10.9 FIRE INCIDENT INVESTIGATIONS

10.10 SIGNAGE

**11.0 EMERGENCY PLANS AND HAZMAT PROCEDURES AND CONTINGENCY PLANS**………………………………………………………………………………….…….. X

11.1 SHELTER IN PLACE LOCATIONS

11.2 BUILDING EVACUATION ROUTES AND MEETING PLACES

11.3 BOMB AND BIOHAZARD CONDITIONS, SYSTEMS SHUTDOWN PROCEDURES

11.4 ELEVATOR EMERGENCY PROCEDURES

11.5 FIRE EXTINGUISHER, DEFIBRILLATOR AND PULL SWITCH LOCATIONS

11.6 ASBESTOS MANAGEMENT

11.7 HAZARDOUS MATERIAL AND HAZMAT WASTE MANAGEMENT

11.8 ABOVE AND UNDERGROUND STORAGE TANKS

11.9 LEAD PAINT MANAGEMENT

11.10 ENERGY LOAD CURTAILMENT PLANS

11.11 WATER CURTAILMENT PLANS

11.12 LOSS OF PERSONNEL

11.13 EMERGENCY NUMBERS

11.14 DISASTER AND RECOVERY PROCEDURES

11.15 FIRE PUMPS

11.16 SUMP PUMPS

11.17 SEWAGE EJECTOR PUMPS

11.18 PRESSURE BOOSTERS

11.19 PRESSURE REDUCING STATIONS

11.20 BACKFLOW PREVENTOR

11.21 ALL MAIN SHUT OFF LOCATIONS AND PROTOCOL

**1.0 GENERAL GUIDANCE**

This document presents the Building Operating Plan for (Enter bldg. name and address City, State Zip Code)

This plan documents the procedures for the operation of all the mechanical and electrical equipment in the Building. Equipment is operated to maximize safety and to maintain comfort conditions. Electric, gas, and water usage is kept to a minimum without compromising either safety or comfort. The systems covered by this Building Operating Plan include:

1) Electrical systems and equipment

2) Mechanical systems and equipment

3) Fire Protection systems and equipment

4) Control Systems controlling all systems which themselves are within the scope

5) Architectural and Structural systems, fixtures, structures and equipment within the government owned site.

6) Vertical Transportation (Elevators / Escalators)

Excluded from this Building Operating System

1) Security Systems

2) Telecommunication Systems

3) Equipment owned and operated by tenant agencies

4) Furnishings

5) Equipment owned by servicing public utilities

When levels of required services change, when building equipment changes, when operating procedures change, or when Agency requirements change, the plan shall be revised on a timely basis (within 10 working days) and submitted to the CO or designee.

The conservation of energy is not achieved at the expense of maintaining the required environmental or other special conditions described elsewhere in the building operating plan. Energy conservation is achieved through effective operational and maintenance practices as well as appropriate repairs or alterations to existing equipment or systems which reduce the overall cost of service. Energy conservation is achieved through the employment of good engineering and operating practices using accepted methods and procedures.

It is the tenant Agency’s responsibility to ensure that lights and equipment are turned off when not needed, that ventilation is not blocked or impeded, and that windows and other building accesses are closed during the heating and cooling seasons. The operation of portable heaters, fans and other such devices in Government controlled space is prohibited unless authorized by the GSA Building Manager.

There are no areas in the building authorized to maintain a level of lighting higher than that specified in the Federal Property Management Regulations or as directed by GSA.

There are no areas in the building authorized to maintain higher room temperatures during the heating season than those authorized by GSA.

Temperature- Heating/Cooling

The Contractor shall adhere to the temperature levels and energy conservation practices identified herein. (The specific ASHRAE guideline temperatures should be entered whenever possible)

During normal working hours, temperature controls shall be set to maintain space temperatures in accordance with the latest guidelines issued by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc., (ASHRAE), Thermal Environmental Conditions for Human Occupancy.

During non-working hours heating temperature shall be set no higher than 55 degree Fahrenheit\* and air-conditioning will not be provided except as necessary to return space temperatures to a suitable level during working hours and to assure the protection of the building and its systems.

\*Minimum setback for temperatures and humidity control may vary from the established ASHRAE standards where it is necessary to maintain a specified set point as established by the architect and the Architectural Woodwork Institute (AWI) in order to maintain and protect the finished woodwork throughout the courtrooms and offices. These perimeters will be established and adjusted as necessary by the CO or their designee in order to maintain the building interior finishes.

Temperature levels stipulated by the Government are subject to change based on nationwide energy policies.

There are no night time set-backs for the chilled water, but at night the load is reduced because there is no demand for it. So the demand on the chillers is less.

General Contract Information

Service Provider:

Contract #:

Contact:

Base:

Option 1:

Option 2:

The Contractor shall provide all management, supervision, labor, materials, supplies, repair parts, tools, and equipment. They are also responsible to plan, schedule, coordinate and ensure effective and economical completion of all work and services specified in this Contract.

All mechanical specifications are a statement of the minimum level of work and services that are to be provided in certain areas under this plan. They are not intended to be, nor shall they be construed as, limiting specifications or requirements. At a minimum, the Contractor will be required to take all steps and measures which would be taken by a prudent building owner to maximize the life expectancy of the property, including having a journeyman mechanic/technician(s) on-site for a minimum of 8 hours per day, 8:30am-5:00pm. (These hours may be adjusted based on specific building requirements).

All mechanical, electrical, utility, interior and exterior architectural and structural systems in the buildings shall be operated and/or maintained at the highest level of efficiency compatible with the current energy conservations requirements, and maintained at an acceptable level, throughout the Contract performance period.

An “acceptable level” of maintenance is defined as the level of maintenance, that will preserve the equipment and structure in unimpaired operating condition; i.e. above the point where deterioration will begin, thereby diminishing the normal life expectancy of the equipment and/or structure. The Contractor is responsible for performing scheduled and unscheduled maintenance and maintenance repairs, as necessary, on a 24-hour a day, 365 days per year basis including emergency call-back service.

The Contractor shall maintain the machinery spaces, shops, and storerooms in a safe, clean, and orderly manner. When work is performed in these areas, the Contractor’s personnel shall clean up all debris and leave the area in a presentable condition. The machinery rooms including floors and the equipment located within the machinery rooms shall be painted as necessary to maintain the appearance of the room and equipment. When painting, the Contractor must comply with the ANSI color coding system outlined in the ASNI A13.1, Scheme for the Identification of Piping Systems, and maintain the identity (identification number) of the equipment. The Contractor must obtain the approval of the CO or their designee before storing anything in machinery spaces.

Utilities (Please enter all specific information below)

Utility Provider Information:

Utility Type: Electric

Utility Provider:

Account#

Accounting String:

Contract Period:

Utility Type: Electric (Lights & Plugs)

Utility Provider:

Account#:

Accounting String:

Contract Period:

Utility Type: Sewer Service

Utility Provider:

Account#:

Meter#:

Accounting String:

Contract Period:

Utility Type: Water Service

Utility Provider:

Account#:

Meter#:

Accounting String:

Contract Period:

Utility Type: Fire Protection

Utility Provider:

Account#:

Meter#:

Accounting String:

Contract Period:

Utility Type: Gas

Utility Provider:

Account#:

Meter#:

Accounting String:

Contract Period:

Deduction Meter-

Overtime/Reimbursable

Overtime utilities are provided upon request except with agencies that have computer rooms that require 24/7 cooling, which is billed monthly. (Enter all areas where OT is required on a regular basis.)

OVERTIME UTILITIES

AGENCY AREA REQUIRING OT LOCATION DURATION

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**Startup & Shutdown Times & Procedures**

(Ensure all fields are entered and updated as necessary)

Normal Operating Hours:

Supervisory Building Manger:

Property Manager:

Engineer Tech:

Assistant Property Manager:

Number of Occupants:

Number of Parking Spaces:

Primary Tenant:

Classifications:

Building Number:

Construction Date:

Accessibility Compliant:

Security Level:

Tier Designation:

Congressional District:

Structure:

Design and Construction:

Gross Square Feet:

Rentable Square Feet:

Useable Square Feet:

Floors:

**2.0 OPERATIONAL PROCEDURES AND SITE**

**PLANS**

This Section describes the procedures for operating the building’s HVAC systems.

* 1. **BOILER PLANT**

The boiler plant should be operated automatically by the building’s BMS/BAS. Steps for the manual operation of the boiler plant should be listed below.

* 1. **CHILLER PLANT:**

The chiller plant should be operated automatically by the building’s BMS/BAS. Steps for the manual operation of the chiller plant should be listed below.

* 1. **DOMESTIC HOT WATER PLANT**

The domestic hot water plant should be operated automatically by the building’s BMS/BAS. Steps for the manual operation of the domestic hot water plant should be listed below.

* 1. **HEATING BOILER PLANT**

The heating boiler plant should be operated automatically by the building’s BMS/BAS. Steps for the manual operation of the heating boiler plant should be listed below.

* 1. **GENERAL PLUMBING AND DOMESTIC WATER SYSTEMS**

(List steps for proper operation and maintenance of these systems)

* 1. **WATER TREATMENT PLANS**

The contractor shall follow a specific water treatment plan and submit monthly reports

**2.7 FIRE ALARM SYSTEMS**

The Fire Alarm should operate automatically through its own control system. (List specific steps for resetting alarms and associated devices).

Fire Protection Drawings-

Contractor Information

Service Provider:

Contract #:

Contact:

Base:

Option 1:

Option 2:

* 1. **FIRE SUPPRESSION SYSTEMS**

Provide type and specific system information.

* 1. **SITE PLANS AND DRAWINGS**

As Applicable *(Note to preparer: You may refer to location of applicable site plans and drawings.)*

**2.10 EQUIPMENT INVENTORY**As Applicable *(Note to preparer: You may refer to location or add as an attachment**).* Equipment inventory must be updated as each piece of equipment is changed, added or subtracted.

**3.0 HVAC EQUIPMENT DESCRIPTIONS AND sequences of operation**

**3.1 MAIN MECHANICAL ROOM**

Indicate location of main mechanical room and list equipment contained within.

**3.2 MAIN AIR HANDLERS**

List all main air handlers including equipment number, manufacturer, size and area served.

Provide reference to appropriate mechanical drawings.

* 1. **SECONDARY AIR HANDLERS**

List all secondary air handlers including equipment number, manufacturer, size and area served

Provide reference to appropriate mechanical drawings.

**4.0 ELECTRICAL DISTRIBUTION AND SPECIFICATIONS**

**4.1 EMERGENCY GENERATORS**

Provide location, manufacturer, capacity and list all equipment connected

***4.2 MAIN ELECTRICAL SUBSTATIONS***

Provide specific building location and panel/breaker information.

**4.3 ADDITIONAL SUBSTATIONS**

Provide specific building location and panel/breaker information.

* 1. **LIGHTING CONTROL SYSTEMS**

Provide manufacturer information and areas served.

Lighting Settings:

Levels: (FYI: Lighting levels can be found in the FPMR. Please note that these levels are subject to change)

Lighting On/Off Times:

Site Lights:

Elevator Lobby lights:

Tower Lobby Lights:

Courtroom Lights:

Parking Garage Lights:

During the weekends no interior lighting comes on, only site lights come on.

Electrical Lighting Drawings (location):

**5.0 energy MANAGEMENT controls**

**AND SPECIFICATIONS**

* 1. **BUILDING AUTOMATION SYSTEM**

During normal working hours, ventilation shall be maintained in accordance with the latest guidelines from ASHRAE, Ventilation for Acceptable Indoor Air Quality. The Contractor’s responsibility to comply with these requirements is limited by the capacity of the building’s HVAC equipment, Building Automation System (BAS), and outside environmental conditions. (List specific ASHRAE temperature settings). The BAS/BMS should be operated to maximize energy efficiency.

**5.2 DUAL DUCT VAV TERMINALS**

As Applicable

**5.3 COOLING VAV TERMINALS**

As Applicable

* 1. **BUILDING RECOVERY EXERCISES**
* **What is it/purpose** - To ensure seamless operation in the event of a network outage.
* **Why do we do it** - To test the redundancy of backup systems and the controls ability to function without network access.
* **What should it entail** - Interrupting the network connection to simulate an outage.  Then checking the building controls to ensure they remain functioning and access to them is available.  Ideally the tenants should never know anything has happened and access to the controls should remain viable regardless of network status.
* **How often** - Initially, during, or shortly after controls are commissioned.  Subsequent tests can be done annually or biannually to train new staff on how to react. Anytime new BAS hardware is introduced or replaced a test should be performed to ensure nothing has changed.

**6.0 ARCHITECTURAL AND STRUCTURAL**

**SYSTEMS MAINTENANCE**

* 1. **FACADE**

Perform routine visual inspection as necessary

* 1. **ROOFS**

Inspect roofs according to PM schedule.

* 1. **PARKING DECKS**

As Applicable

* 1. **RAIN GUTTERS**

Inspect and maintain all rain gutters per PM schedule to ensure there are no obstructions and water is free flowing

* 1. **DRAINS**

Inspect and maintain per PM schedule to ensure there are no obstructions and water is free flowing.

* 1. **WINDOWS**

Perform routine visual inspections to ensure integrity.

**6.7 VERTICAL TRANSPORTATION (ELEVATORS/ESCALATORS)**

List all elevators including manufacturer, type, capacity and floors served.

General Contract Information:

Service Provider:

Call Center:

Location Code:

Contract #:

Contact:

**7.0 CUSTODIAL OPERATIONS AND GROUNDS MAINTENANCE**

* 1. **LANDSCAPE MAINTENANCE**

Preparer may copy pertinent language from custodial specification or refer to specific location

* 1. **PEST CONTROL**

Preparer may copy pertinent language from custodial specification or refer to specific location

* 1. **TRASH REMOVAL**

Preparer may copy pertinent language from custodial specification or refer to specific location

* 1. **SNOW REMOVAL**

Preparer may copy pertinent language from custodial specification or refer to specific location

* 1. **BUILDING CLEANING**

Preparer may copy pertinent language from custodial specification or refer to specific location

**7.6** **PARKING LOTS**

Preparer may copy pertinent language from custodial specification or refer to specific location

**8.0 tour procedures and**

**MAINTENANCE DOCUMENTATION**

* 1. **TOUR PROCEDURES**

Watches involve performing certain tasks required for the operation of boilers, compressors, and related equipment in a centralized location. Watches include, but are not limited to, starting equipment and loads, and making adjustments at the central control center, and taking water samples, making tests, and adding chemicals as required. A watch does not mean that the operator stays in the same location for an entire shift. The time spent is that required to perform the tasks.

**8.2** **DAILY CHECKLIST**

As Applicable

**8.3 WEEKLY CHECKLIST**

As Applicable

**8.4 SCHEDULED MAINTENANCE**

As Applicable

**8.5 CORRECTIVE MAINTENANCE AND REPAIRS**

As Applicable

**8.6 PLANNED PREVENTIVE MAINTENANCE**

Preventive maintenance includes, but is not limited to greasing, oiling, adding refrigerant, changing filters, cleaning, adjusting, replacing belts, and replacing of other expendable items. It also includes scheduled work on items of equipment or systems required to provide continuing operation, to preclude unnecessary breakdowns and to prolong the life of equipment or systems. Such work will be required to be performed without disruption to the building occupants operations during their normal business hours. Disruptive work will be required to be performed during other than normal building hours.

1. **SERVICE CALL, MAINTENANCE AND**

**REPAIR PROCEDURES**

**9.1 TENANT REQUEST AND SERVICE CALLS**

All requests and service calls are to be entered into the NCMMS.

* 1. **AFTER HOURS CALLS**

List specific response times based on type of issue. List points of contact with associated contact information.

**9.3** **EMERGENCY SERVICE CALLS**

List response time, points of contact and contact information.

**10.0 BUILDING SECURITY PROCEDURES**

* 1. **ACCESS, SIGNAGE AND IDENTIFICATION**

Preparer should copy information from appropriate building security plan or refer to location of plan.

**10.2 MONITORING**

List location of command center if present and hours of operation, points of contact and contact information.

* 1. **BAGGAGE INSPECTIONS**

List procedures or refer to specific security plan.

**10.4LOADING DOCK ACCESS**

Provide specific access procedures for your building.

**10.5 PARKING LOT ACCESS**

Provide specific procedures for your building.

**10.6 AFTER HOURS ACCESS**

Provide specific procedures, points of contact and contact information.

**10.7 PATROLS**

Provide specific information or refer to security plan.

**10.8 REPORTING INCIDENTS AND RESPONDING**

Contract Employee Responsibilities:

The Contractors shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall not hold the Government responsible for any action on its part or that of its employees or subcontractors, which results in illness, injury, accident, or death.

GSA Employees must report using the following procedures:

For accidents involving non-GSA employees or property damage accidents: use GSA Form 3620. The GSA supervisor in charge of the area should complete this report and gathering of necessary information and photographs, building, or equipment involved.

For accidents involving GSA employee injury/illness: use GSA form 3623, CA-1, and CA-2. The supervisor of the injured/ill employee should complete the GSA Form 3623. Reporting on the CA-1 and CA-2 is the responsibility of the injured/ill employee. All reports are to be forwarded to the Ohio Service Center within 5 days of the incident. The FPS Contract guards are to also fill out an incident report for all types of injuries.

**10.9 FIRE INCIDENT INVESTIGATIONS**

Follow procedures as outlined in the Building’s OEP(Occupant Emergency Plan). Identify plan location.

**11.0 EMERGENCY PLANS AND**

**HAZMAT PROCEDURES**

***[[[Note to preparer: It is not necessarily intended that you physically include all emergency plans in the Section, but instead you can indicate their location. For those items that have no separate plans they should be included here]]]***

**11.1** **SHELTER IN PLACE LOCATIONS**

Follow OEP

**11.2** **BUILDING EVACUATIONS ROUTES & MEETING PLACES**

Follow OEP

**11.3** **BOMB OR** **BIOHAZARD CONDITIONS AND SYSTEM**

**SHUTDOWN PROCEDURES**

Follow OEP

**11.4 ELEVATOR EMERGENCY PROCEDURES**

Follow OEP

**11.5 FIRE EXTINGUISHER, DEFIBRILLATOR, AND PULL SWITCH LOCATIONS**

Follow OEP

**11.6 ASBESTOS MANAGEMENT**

Follow Building’s AMP (Asbestos Management Plan). Provide location of AMP.

* 1. **HAZARDOUS MATERIAL AND HAZMAT WASTE MANAGEMENT**

Follow OEP

**11.8 ABOVE AND UNDERGROUND STORAGE TANKS**

List tank information including location. List current Regulations for these tanks.

**11.9 LEAD PAINT MANAGEMENT**

Follow building’s plan for lead.

**11.10 ENERGY LOAD CURTAILMENT PLANS**

List specific curtailment plan if applicable. This includes affected equipment.

**11.11 WATER CURTAILMENT PLANS**

List specific curtailment plan is applicable.

**11.12 LOSS OF PERSONNEL**

As Applicable

**11.13 EMERGENCY NUMBERS**

List all emergency contact information

**11.14 DISASTER AND RECOVERY PROCEDURES**

Follow building’s OEP

**11.15 FIRE PUMPS**

List specific pump information including manufacturer, size and areas served.

**11.16 SUMP PUMPS**

List specific pump information including manufacturer, size and areas served.

**11.17 SEWAGE EJECTORS**

List specific pump information including manufacturer, size and areas served.

**11.18 PRESSURE BOOSTERS**

As Applicable

**11.19 PRESSURE REDUCING STATIONS**

As Applicable

**11.20 BACKFLOW PREVENTORS**

As Applicable

**11.21 ALL MAIN SHUT OFF LOCATIONS & PROTOCOL**

Provide location of all pertinent drawings. A complete set should be kept in building’s command center.