



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.104
	Date: May 20, 1993
Subject: INTERRUPTION OF CRITICAL SERVICES	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines for the interruption of critical services that results in inconvenience to College activities.

II. Scope

This policy applies to all College employees, students and other individuals.

III. Definition

Interruption of critical services refers to a disruption of electrical, communications, water, heating/ventilating/ air conditioning and other services.

IV. Policy

It is the policy of New York Medical College to avoid essential service interruptions whenever possible and to ensure adequate notification to all affected parties when a scheduled interruption is necessary.

V. Procedure

A. The Facilities Management Department shall:

1. Make every reasonable effort to perform work on critical systems without the necessity of a service interruption.
2. Consult with all affected Departments Supervisors/Administrators prior to the scheduling of disruptive activities to advise them of the work to be performed and agree to the most opportune time for the performance of said work.

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3. Prior to the shutdown, will advise affected departments in writing or by telephone, the service(s) that will be interrupted and the anticipated time to restore the service(s).

VI. Responsibility

A. Supervisors/Administrators

1. Communicate the service(s) interruption to employees.

B. Facilities Management Department

1. Timely notification of departments of service interruption.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.