



PHYSICAL PLANT

POLICY & PROCEDURES

TITLE: Generator Fueling – Boca Campus

OBJECTIVE AND PURPOSE: This procedure details the steps required in maintaining appropriate fuel levels in emergency generators.

RESPONSIBILITY: **ACTION**

MAINTENANCE DEPARTMENT

- ◆ **Throughout the year**, as part of the weekly preventative maintenance program for generators, Maintenance shall run each generator and inspect the fuel level of all generator fuel tanks. In general, fuel tanks are filled to approximately 95% of capacity. No generator fuel tank is to be lower than ¾ full at any time. Maintenance shall report fuel levels to Physical Plant Administration on a weekly basis.
- ◆ Conduct and document monthly visual inspections on all fuel storage tanks to ensure that they are not leaking and are in good conditions, thereby preventing discharges to the environment.

PHYSICAL PLANT ADMINISTRATION

- ◆ Physical Plant Administration shall order fuel from Land and Sea Petroleum, F. H. Foster or another company deemed by the Purchasing Department to have the lowest price fuel at the time of purchase. This fuel shall be deposited in the Main Tank at the Campus Operations Building and the individual generator fuel tanks such that they are topped off. The main tank holds 4,000 gallons of unleaded gasoline and 2,000 gallons of diesel fuel. Generator tanks vary in fuel capacity, see attached generator list. At least one time per quarter, each emergency generator diesel and propane fuel tank shall be topped off.

MAINTENANCE DEPARTMENT/ TRANSPORTATION

- ◆ On or about May 1 of each year, Maintenance shall inspect all generator fuel tanks and Transportation shall inspect the Main Tank. These tanks shall be topped off by a fuel delivery in advance of the pending storm season under the procedures stated above.

MAINTENANCE DEPARTMENT

- ◆ On or about May 1 of each year, or more frequently as deemed necessary, Maintenance shall inspect and test the alternative fuel delivery unit (truck mounted 100 gallon tank and electric pump) by providing fuel delivery from the Main Tank to one or more building generators.

MAINTENANCE DEPARTMENT

- ◆ **During a Hurricane Watch**, Maintenance shall inspect all generator fuel tanks and Transportation shall inspect the Main Tank. If necessary, a fuel delivery shall be ordered to top off the generator fuel tanks and Main Tank.
- ◆ **During a Hurricane Warning or Other Declared Emergency** (when the Emergency Operations Center is activated and an emergency is declared by the University Architect/Vice President) the steps described under Hurricane Watch shall be continued in order to keep the Main Tank and generator fuel tanks full. The Main Tank at this point becomes the responsibility of the Maintenance department to monitor.

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APPROVED:	Vice President	Associate V.P.	Director

- ◆ Once the campus has been evacuated, it is no longer necessary to rely on some generators whose purpose is to provide minimal power to life safety systems to allow for the building's safe evacuation in the event of an emergency.
- ◆ Once the campus has been evacuated these non-essential generators (priority 2) will be powered off, thus conserving the fuel supply for the Essential Generators (priority 1). Essential Generators are those generators that are required to run continuously throughout a power outage, regardless of the duration of that outage (**Attachment "A"**). If necessary, Maintenance will keep the Essential Generators operational utilizing the alternative fuel delivery unit and the Main Tank as the primary fuel source with the Non-essential Generator fuel tanks as a secondary source.
- ◆ **After a Hurricane or Other Declared Emergency**, Maintenance shall monitor all generator fuel tanks and the Main Tank and advise Physical Plant Administration of the necessity to order fuel.
- ◆ **After Power is Restored**, Maintenance shall return all generators to general operating status and resume weekly inspections. Maintenance shall advise Physical Plant Administration of fuel required to top off Main Tank and generator fuel tanks.

PHYSICAL PLANT ADMINISTRATION

- ◆ Physical Plant Administration shall order fuel delivery to top off the Main Tank and all generator fuel tanks.

ATTACHMENTS

- ◆ ***Physical Plant Listing of Emergency Generators – Attachment "A"***

PHYSICAL PLANT LISTING OF EMERGENCY GENERATORS

Location		Fuel Tank		Fuel Type	EST GALS USED FOR 24hrs	Fueling Priority	Remarks
Building	Name	Size Gal.	Approx. Hrs. Running Time				
1 & 12	Sanson and Behavioral Sciences	2000	41	Diesel	1171	Priority 1	
2	General Classroom South	400	13	Diesel	738	Priority 2	
3	Library	250	15	Diesel	400	Priority 2	
5	Utilitie Plant			Nat. Gas		Priority 2	
6	Housing			Nat. Gas		Priority 2	
8 West	Health Services	400	13	Diesel	738	Priority 1	
9-51-52	Arts & Letters	400	19	Diesel	505	Priority 2	
10	Administration			Nat. Gas		Priority 2	
13	Lift Station	175		Diesel		Priority 2	
20	Housing	150 waterG	43	Propane		Priority 2	
21	Housing			Nat. Gas		Priority 2	
22	Computer Center	290	48	Diesel	145	Priority 2	
31	University Cener	400	26	Diesel	369	Priority 2	
35	Plant Growth	475	23	Diesel	496	Priority 1	
38	Gymnasium	250	8	Diesel	750	Priority 2	
43	Science & Engineering	250	14	Diesel	429	Priority 1	
44	Social Sciences	250	8	Diesel	750	Priority 2	

PHYSICAL PLANT LISTING OF EMERGENCY GENERATORS

Location		Fuel Tank		Fuel Type	EST GALS USED FOR 24hrs	Fueling Priority	Remarks
Building	Name	Size Gal.	Approx. Hrs. Running Time				
47	College of Education	400	12	Diesel	800	Priority 2	
55	Physical Sciences	400	14	Diesel	685	Priority 1	
69	Campus Operation	400	13	Diesel	739	Priority 1	
69	Campus Operation -East Side	3,000				Priority 2	
70	Auxilliary Chiller plant	300 waterG	22	Propane		Priority 2	
71	Bio-Med	3000	88	Diesel	818	Priority 1	
80	Student Services	366	16	Diesel	549	Priority 2	
81	Parking Garage I	250	8	Diesel	750	Priority 2	
86	College of Business	650	20	Diesel	780	Priority 2	
88	Parking garage II	250	10	Diesel	600	Priority 2	
89	Heritage Park Towers	700	20	Diesel	840	Priority 2	
T-5	Archeology/Geology Labs			Propane		Priority 1	
T-6	Art Studios			Propane		Priority 1	

