

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	804
		Original Date	05/16/1983
	Department: Maintenance	Revised Date	04/17/2015
	Emergency Shut-offs for Main Gas Line, Main Electrical Power, Main Water Supply, and Main Fire Sprinkling System		

POLICY:

The locations of the main gas line valve, main electrical power breaker panel switches, main water supply valve and main fire sprinkling system valve are listed for emergencies. These systems are not to be shut off by anyone other than the Maintenance Department except in emergency situations.

PROCEDURE:

1. The main gas shut off valve is located on the outside of the back kitchen wall between the kitchen and garage.
 - A. To shut off main gas supply use the wrench hanging on a chain by the main gas valve and turn valve 180 degrees clockwise or counter clockwise.

2. The main electric panel has labeled breaker switches for various parts of building and is located in the boiler room in the water softening salt room.
 - A. To shut the electric power off you must push the breaker switch to the off position for the area of the building you want the electric power shut off to.
 - B. The main power for the entire building is a lever type switch. If power must be turned off for the entire building, pull the main power lever to the off position. Note: You must exert considerable pressure on the lever to shut it off.

3. The main water supply valve to the building is located in the boiler room large air handling unit area. The valve is located in the back right hand corner of this room.
 - A. To turn off the main water supply valve; turn valve wheel clockwise until you cannot turn it any further.

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4. The main fire sprinkling valve is located in the boiler room in the water softening salt room. The drain valve of the fire sprinkling system is located in the salt room. Both valves are labeled. The fire sprinkling valve is to be closed only if fire sprinkling system has been activated and you are certain the fire has been put out.
 - A. To close the main fire sprinkling system turn valve wheel clockwise until you cannot turn it any further. Then open the main drain valve.
 - B. To open the main fire sprinkling system turn valve wheel counter-clockwise until you cannot turn it any further.
5. Emergency shut offs are explained in the Employee Handbook in the Maintenance section.