



**DEPARTMENT OF THE NAVY**

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 4790.2A

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NOV 01 2004

NAVSUPPACT NORFOLK INSTRUCTION 4790.2A

Subj: NOTIFICATION OF IMPENDING WORK AT BUILDING NH-19, NH-94,  
NH-95, OR NH-139

Encl: (1) Command Duty Officer and Facility Maintenance  
Specialist Contact List

1. Purpose. This procedure is for the notification of appropriate personnel concerning imminent work at Buildings NH-19, NH-94, NH-95, or NH-139, Naval Support Activity (NAVSUPPACT), Norfolk.

2. Scope. Some commands which occupy spaces in Buildings NH-19, NH-94, NH-95, or NH-139 on NAVSUPPACT Norfolk are involved in mission critical operations that are very sensitive to disruption of their power supply. For this reason, certain circuits in these buildings are protected by Uninterruptible Power Supply (UPS) systems. It is imperative that work performed on these systems is done in such a way as to minimize the possibility of the UPS system failing. Additionally, it is vital that commands which rely on these systems are kept informed whenever a situation arises where work is to be performed on the system. Enclosure (1) provides points of contact for the execution of the notification procedures.

3. Procedure

a. Emergency Work on UPS Systems and any other Distribution System Components

(1) In case of an emergency with a building's UPS system, transfer the electrical load immediately. If this emergency occurs during working hours, notify the applicable Facility Maintenance Specialist (FMS) and building quarterdeck before continuing work. If this emergency occurs after working hours, or on a weekend, notify the NAVSUPPACT Norfolk Command Duty Officer and applicable building quarterdeck before continuing work.

NOV 0 1 2004

(2) Before performing any work on an UPS, including troubleshooting, testing, preventive maintenance (PM) or repair, in Buildings NH-19, NH-94, NH-95, or NH-139, ensure UPS load is transferred to the standby UPS unit or maintenance bypass, supported by a diesel generator unit.

(3) In case of an emergency with any other distribution system components, notify the applicable FMS as soon as the situation is under control.

b. Non-Emergency Work on UPS Systems

(1) Before performing any non-emergency UPS load transfers in Buildings NH-19, NH-94, NH-95, or NH-139, notify the applicable FMS for approval. After approval is granted, notify the building's quarterdeck before starting work. The FMS will notify all applicable tenants.

(2) Before performing any work on an UPS, including troubleshooting, testing, PM, or repair, in Buildings NH-19, NH-94, NH-95, or NH-139, ensure UPS load is transferred to the standby UPS unit or maintenance bypass, supported by a diesel generator.

c. Non-Emergency Work on any Distribution System Components (other than UPS Systems)

(1) Before performing any non-emergency work, including troubleshooting, testing, PM, or repair, on the electrical distribution equipment in Buildings NH-19, NH-94, NH-95, or NH-139, notify the applicable FMS and quarterdeck before starting work. The FMS will notify all applicable tenants.

(2) Before manually starting diesel generator units at NH-19, NH-94, NH-95, or NH-139, notify the applicable FMS and building quarterdeck.



M. A. COLLINS

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List I through V

NAVSUPPACTNORVAINST 4790.2A  
NOV 0 1 2004

COMMAND DUTY OFFICER AND FACILITY MAINTENANCE SPECIALIST  
CONTACT LIST

Naval Facilities Engineering Command Representative for all  
issues at (757) 836-1836

Assistant Naval Facilities Engineering Representative  
(757) 836-1993

Naval Facilities Engineering Representative for Lafayette River,  
Naval Brig, Bachelor Quarters, SACT, and Marines at (757) 636-  
7153 (cellular)

Naval Support Activity, Norfolk Command Duty Officer  
(757) 438-3402

<u>Building</u>	<u>FMS Cellular Phone</u>
NH-19/139	(757) 630-4605
NH-94/95	(757) 630-4631

Encl (1)