



**Planning, Design and Construction**

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## **Disruptions of Operations Policy**

**REFERENCES:** Follow Facility Maintenance Protocol

**FORMS:** [Disruption of Operations Form](#)

**PURPOSE:** These procedures are standard policy for all disruptions to existing facilities, of any kind (i.e. parking, tie-in, power, HVAC, traffic flow, etc.).

**RESPONSIBILITY:** All Vendors: Including consultants, Architects, Engineers, Construction Manager/General Contractor, Sub-Contractors and suppliers.

**PROCESS:**

1. A disruption form must be completed forty-eight hours before the schedule disruption/impact occurs. The form is to be completely filled out and signed by Plant Operations, Safety/Security, Construction and any department directors impacted by disruption.
2. Before the disruption of operations is to be signed, the vendor will be responsible to fully engineer the tie-in, disruption, inconvenience or change in workflow and have approved by Planning, Design and Construction one week prior to applying for the disruption of operations. A written description, risk assessment and sketch showing all impacts and signed by all affected departments should be attached to disruption form.

If any of the above is not completed according to the policy, the disruption will not be allowed until compliance with policy is completed. Any and all cost, schedule impacts and/or rework that was caused by the vendor or vendors not following the disruptions policy, will be the sole responsibility of the contracted vendor.