



The University of New Mexico

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**MEMORANDUM**

DATE: June 17, 1999

TO: Distribution

FROM: Julie C. Weaks, Interim Vice President for Business & Finance *Julie C. Weaks*

SUBJECT: Tunnel Work Authorization Policy

The University has five miles of underground tunnels containing steam lines, condensate lines, chilled water lines, potable water piping, high voltage electrical circuits, telecommunications lines, and various other utilities. In addition, there have been wires and cables installed by various departments. The result of there having been no construction standards in place, is a very congested, confined work area that makes maintenance nearly impossible and safety an issue of major concern.

To better manage this valuable resource, it has become necessary to establish guidelines for installation and construction procedures. The Utilities Division of the Physical Plant Department, in coordination with PPD Engineering, will authorize and pre-approve all installations of electrical lines, mechanical piping, cabling, and conduit in the tunnel system. Telephone maintenance and all associated wiring installations, including splice boxes, conduits, and data and video cabling are to be pre-approved by the Associate Director of Telecommunications, or her designee.

Departments that have projects that require the use of the tunnel system will submit a written proposal and/or drawings that adequately describe the project to the appropriate Physical Plant Division. The project will be evaluated to ensure compliance with current codes, as well as the required specifications and standards for proper installation. All projects will require a walk-through prior to approval to establish a clear understanding and scope of the task and installation procedures. Tunnel projects will be inspected regularly throughout installation to ensure acceptability.

Safety is a major concern, and personnel must be thoroughly knowledgeable of all issues that could arise in the tunnel system. This includes emergency egress, confined space entry, lockout/tagout, and working around asbestos.

Any questions regarding this policy should be directed to the Manager, Plant Operations and Maintenance, Utilities, Physical Plant, at the Ford Utilities Center, University and MLK Jr. Ave. NE., telephone 277-2464.