



Request for contractor access to high-voltage substations and electrical rooms

Instructions

1. Review the regulations below.
2. The electrical contractor should complete section one, then send the form to the University of Toronto project manager.
3. The U of T project manager should visit the request for electrical services application at res.fs.utoronto.ca to initiate a key request and upload this completed form.
4. The Electrical Utilities team will review the request and advise the U of T project manager via notification through the request for electrical services application.
5. Once access has been authorized, the electrical contractor must sign the access key out daily from the Campus Safety office at 21 Sussex Ave. and return it to the office at the end of each day.

Regulations

The following regulations will apply and be agreed to by any electrical contractors having access to high-voltage substations and electrical rooms that fall under the responsibility of the Electrical Utilities team in U of T's Facilities & Services department.

Safety

1. Anyone providing access to electrical rooms or equipment will assume the responsibility for the safety of the individuals allowed to enter the electrical room.
2. Any individual applying for access to an electrical room has completed arc flash training and is aware of and understands the hazards for the arc flash ratings posted.
3. The following activities are prohibited in high-voltage substations and electrical rooms:
 - a. Cutting or grinding of metal
 - b. Using metal fishes
 - c. Using water for any purpose
 - d. Using metal or other conductive ladders
 - e. Work on energized or operating equipment
4. Storage of equipment, materials, and tools is not allowed. High-voltage substations and electrical rooms must always be kept clean. Electrical rooms must not be used as lay-down areas, or overnight storage.
5. Fire separations between high-voltage substations and electrical rooms and the rest of the building must be maintained.
6. Access to all equipment must be maintained.

Keys and access

1. Key copying is not allowed.
2. Keys must only be used by the person(s) they are assigned to and must not be loaned out.
3. All warning tags, signs, and notices must be obeyed.
4. Doors to high-voltage substations and electrical rooms must always be kept locked when left unattended.



Communication

1. No equipment will be opened, altered, or switched off without written authorization from the Electrical Utilities team.
2. The Electrical Utilities team must be informed of all work being carried out in electrical rooms and high-voltage substations.

Section one: Sign-off for access request

This section is to be completed by the electrical contractor and confirms that all regulations will be followed.

Company name:

Foreperson/lead name:

Electrical Safety Authority license number:

Signature:

Date:

Access needed to:

High-voltage substations Room number(s):

Other electrical or generator rooms Room number(s):