MEMORANDUM

To:   Portland University Deans, Directors and Department Chairs
From:  Quinn Soifer, Facilities Engineer
        CC: Ron Blaj, Director
Date:   August 20, 2012
Re:   Electrical Infrastructure Winter Shutdown

Capital Projects and Construction is notifying you and your departments that we will be undergoing an assessment of PSU’s west campus electrical infrastructure during the 2012 Winter Closure, December 23rd through January 1st.

PSU’s west campus electrical infrastructure provides service to the following buildings:

- Science Research and Teaching Center
- Science Building 1
- West Heating Plant
- Peter W. Stott Center
- Research Greenhouse
- Millar Library
- Extended Studies Building
- Lincoln Hall
- Cramer Hall
- Smith Memorial Student Union
- Library East
- Neuberger Hall
- Parking Structure 1
- University Services Building/Parking Structure 2

During the assessment each transformer and the cables connecting them will be tested. For safety reasons during those tests, power will be terminated in intervals throughout the system and will be cut to the buildings listed above. The length of the power outages at this point is not known, but may range from hours to multiple days. Back-up power can be provided where needed. These details will be worked out in the next 1-2 months.

Capital Projects & Construction will be meeting with each department individually to discuss concerns. Meetings will be scheduled in the next month. During the meetings, departments can inform us of any events, activities, and equipment/areas that will require special handling or back-up power. This planning will reduce or eliminate the impacts on normal activities during the shutdown.

Currently the state of PSU’s electrical infrastructure is poorly documented. The lack of documentation leaves PSU vulnerable with so many buildings relying on its performance. This assessment will expose any weaknesses in the system and allow us to plan for long term infrastructure upgrades.

Please contact me if you have any concerns or to make sure we are meeting with the appropriate people in your department.