**Objective:**

To establish a procedure for Emergency Water Shutoff.

Please note that this procedure should only be used when there is a water leak that cannot be isolated without shutting off the entire system, and it is not related to the sprinkler system. It is imperative that verification of the cause of the leak takes place before any action is taken. Remember, closing the wrong valve could leave the facility without sprinkler protection services. Also remember that the jockey pump is fed from the domestic water system and will be disabled while the water is shut off.

**Policy:**

The operation of handling Water Shutoff should be safe, smooth and trouble free, without interruption for others not effected.

**Responsibility:**

Shift Engineer/ Plumber on duty

**Procedures:**

1. Verify the location and cause of the water flow situation. If you are CERTAIN that the flow is from the domestic water supply system, proceed to step 2.
2. Attempt to locate an isolation valve upstream of the leak, and close this valve.
   1. If the flow from the leak stops, then proceed with necessary repairs.
   2. If the flow does not stop, or decrease enough to perform repairs, proceed to Step 3
3. Go to the Fire Pump Room and look for the main water supply piping and meters.
4. The main water shutoff valve is marked with a sign. Close this valve.
5. Note that it may take a while for the water to drain out of the piping where the leak is.
6. Notify the Technical manager that water has been turned off.
   1. This is important because a loss of water affects a number of other services in the building such as restrooms, HVAC equipment, landscape irrigation etc.
   2. This equipment will have to be shut down at the same time the water supply is turned off.
   3. Make sure any equipment shut down is restored after the water is put back on.
7. Now repairs may be completed.
8. Once repairs have been completed, leak test of system by cracking the valve open slowly until the pressure in the system has been restored.
9. Check piping, fittings, valves, or equipment that was worked on.
   1. Make sure there are no leaks.
   2. Make sure that all components are functioning normally.
10. Now you can open the main water shutoff valve all the way.
    1. Check for leaks around the repair.
    2. Restore any other equipment turned off during repairs.
11. Document the report on leakage incidence.
    1. Date and time of leak, and when the water was shut off.
    2. Date and time the water was restored.
    3. What repairs were made?
12. Notify the Centre/ Operations Manager, that water has been restored.

**Revision Guide:**

Any change in the system needs review of SOP.