PROCEDURE	NUMBER: HPP-I-0005 DATE: 04-01-19 REVISION: 6

SUBJECT **KSC HEAT PLANT DAILY ROUTINE DUTIES**

PURPOSE

To provide instructions for Daily routine duties for Heat Plant shift personnel including assigned Primary Operator at the VAB Utility Annex (UA) Heat Plant, assigned Rover operator/mechanics, and other assigned shift personnel.

SCOPE AND APPLICABILITY

This procedure details routine work assignments, directions, and technical instructions for Boiler Plant Operator/Mechanics assigned to KSC Heat Plant operations on all shifts.

PROCESS

1. ROUTINE OPERATING INSTRUCTIONS – HEAT/BOILER PLANT

- Routine work assignments, directions, and technical instructions for Heat Plant operations on all shifts will emanate from the Heat Plant [Boiler Plant] supervisor and 1st Shift Lead. Work assignments will be given to second and third shift in the form of service orders, PMIs, RCMs, etc. which will be provided electronically or given directly to the Shift personnel along with associated written instructions necessary to accomplish assigned tasks.

- Each shift will have Boiler Plant Operator/Mechanics assigned who are qualified to perform required operations and maintenance tasks. At the VAB Utility Annex [K6-0947] there will be one (1) each Boiler Plant Operator/Mechanic assigned on each shift whose primary function is the operation of the boilers and associated plant equipment. Other assigned shift personnel will support the Boiler Operator as required and perform other tasks such as checking outside equipment (ROVER), perform PMI and RCM tasks, operator relief, and/or other related functions as scheduled by the Heat Plant Supervisor or 1st shift Lead.

- "**Boiler Operator**" duties shall rotate between members of each shift's crew at the UA in order to ensure continuity in operations and comprehensive skill opportunities.

2. DAILY ROUTINE DUTIES OF SHIFT PERSONNEL

2.1. ASSIGNED PRIMARY OPERATOR – All Shifts

2.1.1. Daily Routine Duties

- Take and record hourly readings on the Heat Plant Log sheet [Heating Plant Log –Utility Annex VAB: KSC Form 26-255 NS]. Inspect all operating machinery periodically for normal operations.
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- Maintain all systems at normal operating temperatures, levels, and pressures.
- Maintain the Heat Plant SETI log by logging in operator name, shift, and date as well as significant events in chronological order. Additionally, maintain the Fuel Tank Containment(s) logbook in the same manner.
- When firing boiler(s) on fuel oil, blow soot once each shift on operating boilers(s), excluding 1st shift. Also, maintain air drive on boilers as required.
- Blow down expansion tank(s) sight glasses every Friday on 1st shift, or as needed.
- Adjust and clean packing gland on all pumps as needed.
- Receive fuel oil if and when required. Certify proper delivery.
- Run analysis on boiler water and water softeners. Add chemical treatment to the system and salt to the brine tank as needed.
- Wipe off dirt, dust, oil, etc. from pipes, valves, boiler fronts and associated equipment [to include, but not limited to, pumps, cabinets, recorders, etc] on all levels of the plant.
- Sweep down the plant and empty work area trash receptacles on a routine basis.
- Continuously maintain facilities and equipment in a manner consistent with good housekeeping and SAFETY practices.

2.2. Assigned Rover – All Shifts

2.2.1. Daily Routine Duties

- Observe and record shift readings on the Pulse Boiler/Package Boiler Log sheet [KSC Form 50-7 NS]. Note and report any anomalies or SAFETY discrepancies.
- Inspect all operating Package Boilers, Building Boilers & equipment, including Portable Boilers, once per shift during normal operations. Also, MFF and South Propellants Maintenance when in service.
- Inspect HTHW distribution systems, and misc. mechanical rooms on a routine basis. Report any anomalies or SAFETY discrepancies.
- Maintain all package boiler systems at normal operation temperatures, levels, and pressures.
- Place mobile boiler in and out of service as required.
- Log any and all significant events in chronological order in the Boilers Rovers SETI log and report anomalies to the supervisor.

- Respond to trouble/service calls as directed by the Supervisor or Lead.
- Wipe off excess dirt, dust, oil, etc. from boilers, pipes, pumps, and other associated equipment on a routine basis.
- Maintain package boilers and equipment in a manner consistent with good housekeeping and SAFETY practices.
- Relieve Heat Plant operator as needed.
- Perform PMIs, work orders, RCM tasks, etc. when assigned by Supervisor or 1st Shift Lead.
- Keep assigned vehicle(s) cleaned and serviced.

2.3. Other Assigned Shift Personnel

2.3.1. Daily Routine Duties

- Assist assigned Boiler plant operator and/or Rover as needed.
- Perform PMIs, work orders, RCM tasks, and/or other work functions as assigned by Supervisor or by Lead.
- Maintain facilities, equipment, and vehicles in a manner consistent with good housekeeping and SAFETY practices.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
KSC Form 26-255 NS, Heating Plant Log – Utility Annex VAB	HVAC Department
KSC Form 50-7 NS, Pulse Boiler/Package Boiler Log Sheet	HVAC Department
Fuel Tank Containment Log Book	HVAC Department

AFFECTED DIVISIONS/OFFICES

FSEU and OM&E
Safety & Mission Assurance

MANAGEMENT ROLES AND RESPONSIBILITIES

Program Manager: Ensures Contract compliance to the requirements stated in this procedure. Reviews and approves or disapproves waiver requests written against this standard.

Division Manager: Ensures compliance within the Division to the requirements stated in this procedure.

Branch Manager: Ensures compliance at the branch level to the requirements stated in this procedure.

FUNCTIONAL ROLES AND RESPONSIBILITIES

Assigned Primary Operator -	Boiler Plant Operator/Mechanic assigned to perform Operator duties at the UA Heat Plant.
Assigned Rover -	Boiler Plant Operator/Mechanic assigned to perform Roving operator/mechanic duties on KSC Heat Plant equipment and systems external to manned plant.
Other Assigned Shift Personnel -	Boiler Plant Operator/Mechanic assigned to assist assigned Primary Plant Operator and Rover, and/or perform other maintenance and repair tasks.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
KSC Form 26-255 NS	Heating Plant Log – Utility Annex VAB
KSC Form 50-7 NS	Pulse Boiler/Package Boiler Log Sheet
SMA-SHP	Safety and Health Plan

ACRONYMS

UA – Utility Annex
PMI – Preventive Maintenance Instructions
RCM – Reliability Centered Maintenance
HTHW – High Temperature Hot Water
MFF – Multi-Function Facility (K6-1145)
SETI – System Electronic Tie-In

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
4	Complete revision to incorporate ISC Document Control Requirements	01/14/10
5	Updates to Records table, added SETI reference, incorporated new Procedure formatting	07/01/15
6	Administrative change only. Document updated to remove branding of previous contract.	04/01/19

DOCUMENT APPROVALS

X _____

Manager, FSEU OM&E

Signature on file