

FACILITIES POLICY AND PRACTICE GUIDELINES

Boiler and Pressure Vessel Inspection

1. PURPOSE: To establish procedures and responsibility for required inspection and certification of boilers and pressure vessels.
2. SCOPE: Applicable to all boilers and pressure vessels requiring certification located on property owned by the University including all auxiliary units regardless of location.
3. BACKGROUND:
 - A. The National Board of Boiler and Pressure Vessel Inspectors has established criteria for periodic inspection and certification of boilers and pressure vessels to insure these devices are in safe operating condition. The State of New Hampshire has adopted these standards and requires inspection and certification at the frequency indicated by the National Board. This program is assigned to and managed by the State Department of Labor. Insuring boilers and pressure vessels are properly inspected and certified at the frequency dictated assures operation and use will continue uninterrupted. Failure to do so risks unsafe conditions, and disruption of use. While smaller residential units are exempt from inspection and certification requirements, essentially all boilers and pressure vessels in UNH buildings are covered.
 - B. Actual inspection is performed by qualified specialists (currently St. Paul Travelers). These specialists are retained by the insurance carrier who provides general and liability coverage under contract with the University System for coverage at UNH, Plymouth State University, Keene State College, Granite State College and other locations of the University System. Inspections are arranged through the carrier. The inspectors file their report directly with the State. Based on the results and recommendations of the inspector's report, the State issues a certificate to UNH. This certificate must be posted at the boiler or pressure vessel.
 - C. In the event a certificate has expired and no inspection report has been received, the State will advise UNH that an inspection is overdue. Failure to remedy an overdue inspection may result in the boiler or pressure vessel being removed from service, a fine, or both.
4. POLICY AND PRACTICE: The Facilities Division is responsible for insuring all boiler and pressure vessels located on within UNH facilities are properly inspected and that current certifications are maintained. To do so, the following actions and responsibilities are assigned:
 - A. Zone 1: The Facilities Division Zone 1 Manager is responsible for overall management of the Boiler and Pressure Vessel. The Manager is the UNH point of contact for the insurance inspector and State Department of Labor. The Manager will insure performance of all necessary maintenance and coordinate inspections at the required intervals. The manager has the authority to remove from service any boiler or pressure vessel deemed unsafe or for which certification has lapsed.
 - B. Facility Support Center: The Facility Support Center will maintain in FAMIS all boiler and pressure vessels located in UNH building and facilities regardless of location or day to day maintenance responsibility. Information in FAMIS will include name plate data

and preventative maintenance information as well as the required frequency and schedule for inspection and certification.

- C. Other Zone Managers: Advise the Zone 1 Manager and Facility Support Center of any boiler or pressure vessel removals or new installations.
- D. EMCOR Energy & Technology Co: EMCOR is under contract with UNH for operation and maintenance of the Combined Heat and Power Plant and for operation and maintenance of campus distribution systems and selected boilers and chillers. EMCOR will insure all maintenance is performed on all boilers and pressure vessels for which they are responsible under the terms of these contracts and that the information on all such boilers and pressure vessels is provided to the Facilities Services Center for inclusion in FAMIS. EMCOR will coordinate with the Zone 1 manager on all inspections.
- E. Facilities Design and Construction: Insure all new boilers and pressure vessels installed at part of any renovation, repair or new construction project are provided with all necessary certifications and that a copy of all such paperwork is provided to the support center and to the Zone 1 Manager. Advise the Zone 1 manager and Facility Support Center when any existing boiler or pressure vessel is removed.
- F. Housing: For all projects managed by the housing staff involving boilers or pressure vessels, comply with the same requirements as Facilities Design and Construction.
- G. University Hospitality Services, Farm Services or other campus units self-performing facility maintenance and repair: Where other campus units such as UHS or Farm Services are providing day to day maintenance of boilers or equipment that includes pressure vessels, these units are responsible to insure all required maintenance is accomplished. These units shall coordinate with the Zone 1 Manager regarding scheduling inspections and providing access. The Zone 1 Manager shall insure certificates are posted when received.

Approved: December 7, 2005