

## Working in ProHealth Care Buildings After Hours & Weekends

Send out an email notice at least 3 days prior to your scheduled work and include:

- 1) Your Project Manager
- 2) The following Facilities staff for the Building/Region:
  - North Region:** **Jason Moll** (jason.moll@phci.org), **Jim Hill** (james.hill@phci.org); **Anne Sepanski** (anne.sepanski@phci.org)
  - West Region:** **Mike McGeorge** (mike.mcgeorge@phci.org), **Jim Hill** (james.hill@phci.org); **Anne Sepanski** (anne.sepanski@phci.org)
  - South Region:** **Gary Sankey** (gary.sankey@phci.org), **Jim Hill** (james.hill@phci.org), **Anne Sepanski** (anne.sepanski@phci.org)
- 3) All PHC Facilities Communications Center Plant Operators (same for all Regions):
  - **Dave Bertram** (david.bertram@phci.org)
  - **Tim Niessen** (timothy.niessen@phci.org)
  - **John Johannes** (john.johannes@phci.org)
  - **Scott Ulvestad** (scott.ulvestad@phci.org)

### **Include the following information:**

- Name of company
- Who is in charge AND contact number? **(this person must be reachable during work)**
- Location(s) in building.
- How long will they be in the building?
- What systems or equipment, if any, will be affected?

All contractors must have copy of approved paperwork with them during off-hours (e.g. Facilities Permit, FMRA, ICRA, Utility Shutdown Form, Hot Work Permit)

Any workers onsite at **Waukesha Memorial Hospital** MUST check in with the plant operator before they start work AND when they leave.

***Plant Operator has the approval to refuse any contactor entry to the building without the proper paperwork and notification.***