

AFTER ACTION REPORT

TO: Kristen Geiger, Assistant City Administrator

FROM: Reynold Douglas, Facility Services Manager

DATE: October 21, 2011

RE: Computer Room Air Conditioner Failure

- Purpose
 - What did we set out to do? Maintain computer room space temperature below 73 degrees to prevent electronic systems from overheating.
 - What was supposed to happen? Auxiliary ac system is to help maintain the room temperature at 67 degrees or any set temperature below 73 degrees.
 - Is there a process or procedure in place for this activity? Currently, there is a procedure in place for this event. The IT Tech and the Facility Services Manager are to be notified by email if the space temperature gets above 73 degrees.

- Executive Summary
 - What actually happened? The auxiliary ac system failed, causing the space temperature to get above 100 degrees over the weekend of October 1st. After troubleshooting, the thermostat was found to be faulty and was replaced. The ac system was put into service.
 - What worked well that needs to be sustained? Teamwork to get the space temperature cooler while ac repairs were being performed.
 - What did not work well and needs to be changed? The email notifier by a third party did not send emails to IT Tech and the Facility Services Manager. Now the email notifier is no longer through a third party but is from a local controls company. Temperature sensors and alarms need to be remotely monitored in police dispatch. This recommendation is in the process of completion.

- Lessons Learned
 - What can we do better next time? Monitor temperature levels periodically and discharge supply air temperatures from air handlers.

- Action Items
 - Develop a list of the actions to fix specific needs, Examples:
 - PATS - Develop a PATS and a SOP for emergency call out for an event of this nature.
 - Root cause analysis – Ensure that room temperature readings are always below 73 degrees.
 - a. Record room temperature readings through BAS.
 - b. Record alarm events through BAS.
 - Timelines and responsibilities
Facility Services will, develop a PATS, a SOP, and install humidity sensors during the 2nd quarter of FY12.