

University at Albany
Office of Facilities Management
Standard Operating Procedure

FIRE PROTECTION SYTEMS OUT-OF-SERVICE

Effective Date 11/2017
Revision Date 02/2021

Statement of Purpose:

This policy shall become effective during any partial- or full-impairment of any water-based fire protection system or fire alarm system on campus.

This policy shall be followed for all pre-planned and emergency impairments.

Definitions:

Merriam-Webster's Collegiate Dictionary, 11th edition, shall be the source for ordinarily accepted meaning.

Fire watch. A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Impairment. An abnormal condition, during either a planned or emergency event, where a system, component, or function is inoperable.

Procedure:

Pre-planned impairments.

- Pre-planned impairments must be approved by the Code Compliance Manager or Code Coordinator at least three business days in advance.
 - o The Code Compliance Manager or Code Coordinator will determine further notifications.
 - o The Code Compliance Manager or Code Coordinator should notify Central Plant of the pre-planned impairment three business days in advance.
- No hot-work, or other work that may have a fire protection system impact, will be conducted by the contractor, foreman, technician, tradesman, or trade supervisor until Central Plant has been notified at 518-442-3444.
 - o Central Plant shall note the location, date and time of impairment in the Plant log.

- Central Plant shall note the name and phone number (or UAlbany radio number) of the person requesting the impairment in the Plant log.
- Central Plant shall be notified once hot work, or other work that may have a fire protection system impact, is completed.
 - Central Plant shall note the date and time of the restoration of service in the Plant log.

Emergency impairments.

- The Central Plant shall notify the Code Compliance Manager or the Code Coordinator of an emergency impairment immediately.
- The Code Compliance Manager or the Code Coordinator will direct further notifications as needed.

Fire watch.

- A fire watch shall be established for any impairment to a fire alarm system or water-based fire protections system.
- Where utilized, fire watch personnel shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.
- The fire watch shall last for the duration of the impairment, and shall be documented in the Plant log.

Impairment coordinator.

- The impairment coordinator shall be either the Code Compliance Manager or the Code Coordinator.
- The impairment coordinator shall:
 - Verify the extent and expected duration of the impairment,
 - Confirm areas or buildings involved and increased risks determined,
 - Notify the fire department when necessary,
 - Verify the affected systems have been tagged when necessary.

Operational Considerations:

Impairment requests.

- Impairment requests shall be by e-mail.
 - E-mail subject line shall include the UAlbany AiM work order number, followed by "IMPAIRMENT REQUEST."
 - Impairment requests shall be made to BOTH the Code Compliance Manager AND the Code Coordinator.
 - Impairment requests shall include location(s), date(s) and time(s).
- Code Compliance Manager
 - Karl G. Kilts
 - kkilts@albany.edu

- 518-788-2407
- Code Coordinator
 - Eric Fletcher
 - efletcher@albany.edu
 - 315-882-6194

Attachments:

NA

Regulatory References:

2020 Fire Code of New York State

NFPA 72-2016 National Fire Alarm and Signaling Code

NFPA 25-2017 Standard for Inspection, Testing and Maintenance of Water-Based Fire Protection Systems

NFPA 13-2016 Standard for the Installation of Sprinkler Systems

Origin:

Office of Facilities Management

Code Administration

Kilts, Fletcher