

Fire Protection System Shutdown Request Guideline

SafetyNet #: 505

A. Introduction

The [Fire Protection System Impairment Form](#)[1] is used by the UC Davis Fire Prevention Services to facilitate and coordinate planned, non-emergency impairments to any fire protection system (sprinkler, fire alarm, dry standpipe, wet standpipe, hydrant, etc.) on the UC Davis Campus. The form is also useful for informing the general public, project managers, and contractors about the requirements necessary for working on, or near, a system which has the potential of impacting an in-service fire protection system.

B. Basis for Requirements

This form was created by the campus Fire Alarm Committee to establish clear guidelines for planned impairments to the campus' fire protection systems. This form doesn't apply to the routine maintenance work conducted by the University Fire Department or Operations and Maintenance (O&M) Alarms Unit. Completion of this form will help coordinate fire protection system impairments in order to allow work to be done directly on any campus fire protection system, or one that might be adversely affected by the work being done. In addition, users affected by the impairment will be notified.

C. Use

The [Fire Protection System Impairment Form](#)[1] is to be completed and submitted to UC Davis Fire Prevention Services for review and approval prior to beginning work on, or near, a system which has the potential of impacting an in-service fire protection system. After review and approval, the UC Davis representative must still follow the campus policy related to shutdowns by contacting the O&M Customer Service Center at (530)752-1655.

Fire Protection System Shutdown Request

Date: _____

*Name of Company/Person performing work _____

Phone/Pager/Radio # where person performing work can always be reached _____

Name & Phone & Pager # of UCD Project Representative _____

Location:

Building Name _____ Acct # _____

Room(s) #'s _____

Description of Work _____

Type of FP System or Device Affected:

Fire Alarm System Fire Sprinkler System Hydrant # _____

Other FP System Describe _____

Street Box # _____

Dates & Times work to be performed _____

A minimum of 48 hours notification required for all non-emergency related shutdowns.

Submit completed form to Fire Department Prevention Administrative Asst: Fax# (530) 754-8184

Date & Time _____

** Approved By: _____ Date: _____

Special Conditions: _____

Denied By: _____ Date: _____

Explanation if denied: _____

Returned to UCD Project Representative _____

- A copy of the Fire Dept. approved FP System Shutdown Request form must be provided by the UCD Project Representative, prior to beginning work, to the UCD Dispatch Center.
- Dispatch notification must be made at least 30 minutes prior to beginning work.
- Person(s) performing work must be assured the respective FP systems are disabled prior to beginning work.
- UCD Project Representative must ensure the UCD Dispatch Center is contacted @ 752-6317 immediately after work is completed each day.
- If hot work (soldering or welding activity) is being performed, Contractor/worker(s) must remain on site a minimum of 30 minutes after work completion.

* For routine shutdowns performed by O&M Alarms, call UCD Dispatch Center at the beginning and end of each day.

** Once approved, by UCD Fire, the UCD Project Representative must deliver a copy to the O&M Customer Service Desk.

Contact

Fire Prevention Services

fireprevention@ucdavis.edu 530-752-1493

More information

<https://safetyervices.ucdavis.edu/fire-prevention-staff-listing> [2]

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Links

[1] http://safetyervices.ucdavis.edu/sites/default/files/documents/Fire_Protection_Shutdown_Request.pdf

[2] <https://safetyervices.ucdavis.edu/fire-prevention-staff-listing>