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.