


**Facilities Management
 Fire Protection System Impairment
 Standard Operating Procedures**

SOP #:	EHS-022	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

1. PURPOSE

At times, it may be necessary to disable fire sprinkler, fire suppression, or fire alarm systems on campus. The probability of a fire causing major damage is increased when systems are impaired. Therefore, it is necessary to minimize the duration and scope of any impairment or provide for an alternate protection system.

CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. This guideline is established to enhance the safety and health of faculty, staff, and students during necessary and unavoidable fire protection system impairments and shutdowns.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Developing and maintaining this SOP.

2.A.2. Training appropriate personnel on the use of this procedure.

2.B. All Facilities Maintenance personnel will be responsible for:

2.B.1. Complying with this SOP when performing maintenance or repair that requires impairment of a fire system.

3. DEFINITIONS

3.A. FIRE PROTECTION SYSTEM – Approved devices, equipment and systems, or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

4. PROCEDURES

4.A. Minor Impairments

4.A.1. Fire system impairments considered to be minor in nature include: fire system testing, maintenance and repairs which are of short duration (less than 2 hours), and does not include water supply, does not impact critical operations, and does not include substantial risk for loss of life or property.

4.A.2. Minor impairments do not need prior approval from the Environmental Health and Safety Office.

4.B. Scheduled Impairments

4.B.1. All scheduled fire system impairments shall be coordinated and scheduled through the Environmental Health and Safety Office, 24 hours prior to the scheduled impairment.

4.B.2. EHS shall notify State Risk Management when a fire impairment will require greater than 8 hours of impairment.

4.C. Emergency Impairments

4.C.1. EHS shall be notified of any emergency fire system impairments for coordination with any required emergency services.

4.D. System Impairment Requirements

4.D.1. When a Fire Protection System is impaired for testing, maintenance, repair or other reasons, the requestor working on the system shall notify the EHS Office.

4.D.2. All work on a fire system shall, when possible, be continuous until the system is restored to operational status

4.D.3. Fire protection systems shall not be left disabled during off-business hours unless approved by the Director of EHS and/or the Assc. VP of Facilities Management. If approved, a fire watch system may need to be implemented.

4.E. System Restoration Requirements

4.E.1. After completing the work, it is important to assure the fire protection system has been properly restored. The following steps are required to assure the fire protection system has been restored:

4.E.1.a. All fire protection systems shall be mechanically secured when they are placed back in service (fire alarm system panels locked, fire sprinkler valves placed in their proper position).

4.E.1.b. Place all alarms or detection devices back into service.

4.E.1.c. The requestor will notify the EHS Office when the impairment is complete.