



Department of
Health and Safety

Working on Building Fire Alarm Systems

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Prepared by: Department of Health & Safety	S-017

1.0 PURPOSE

- 1.1 To improve communications between Utilities Annex, Electrical Maintenance, Campus Enforcement & Patrol, and Service Contractors during work on building fire alarm systems.
- 1.2 To reduce the incident of building fire alarms resulting from planned maintenance and service work which, due to inappropriate communications, result in fire department response.

2.0 PROCEDURE

ELECTRICAL MAINTENANCE

- 2.1 All work on building fire alarm systems shall be co-ordinated through the Electrical Maintenance Supervisor who will ensure that the following procedure is followed.
- 2.2 Utilities Annex Control Room Operator shall be notified of planned work on building fire alarm systems prior to undertaking such work and when work is complete. Give details; for example, time, expected work duration, building, if one, or multi locations.
- 2.3 Persons undertaking work shall contact the Utilities Annex Control Room Operator at the precise time of starting and finishing of service/maintenance work. This is especially important during multi location projects. Report each start/finish time individually.
- 2.4 Should the Control Room Operator not be advised of precise time of service/maintenance work and the building fire alarm sounds, it will be treated as a fire emergency with the Fire Department responding.

3.0 UTILITIES ANNEX CONTROL ROOM OPERATOR

- 3.1 On being advised by Electrical Maintenance of planned fire alarm maintenance/service work, inform Campus Enforcement & Patrol of such work giving details of building, time, etc. and advise that the Fire Department is NOT to be called should a fire alarm be received for the building indicated.

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- 3.2 Further advise Campus Enforcement & Patrol Office of return of fire alarm systems to normal on being advised by Electrical Maintenance of completion of work.

4.0 SERVICE CONTRACTORS

- 4.1 All service contract work on the fire alarm systems of campus building must be co-ordinated through the Electrical Maintenance Supervisor.
- 4.2 Service Contractors shall follow the same communications protocol as outlined for Electrical Maintenance.

5.0 COMMUNICATIONS DEVICES

- 5.1 Electrical Maintenance, Mechanical Patrolmen, and Service Contractors must carry communications devices (cell phone/radio) at all times while working on building fire alarm systems to ensure effective/timely communications.

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