I       Purpose:

This procedure shall apply to scheduled projects in existing buildings during which a building fire alarm system will be disconnected, by-passed or compromised. Adherence to the steps listed below will assure that the proper consideration has been given to the protection of life and property in such situations.

II      Scope:

All buildings on the Villanova University campus including the main, west and south campuses and the administration buildings located on the south side of Lancaster Avenue.

III       References:

Villanova University consensus best practice.

IV        Procedural Steps:

1. The Project Engineer shall advise all interested parties of the planned deactivation or shut-down of a building fire alarm system. Interested parties include the Office of Environmental Health & Safety, Facilities Services, Public Safety, the Office of Residence Life (if appropriate) and the occupants of the affected building(s). Additionally, the Project Engineer shall advise the interested parties of the extent and duration of the planned deactivation or shut down. A notice similarly worded to Attachment A shall be posted in the affected building(s) and an email notice sent to all interested parties.

2. To prevent inadvertent activation of the fire alarm system when welding/burning operations are taking place in buildings that will remain partially occupied, Facilities Services will deactivate and subsequently reactivate the appropriate zone(s) of the fire alarm system as directed by the Project Engineer. Facilities Services will provide advance notice to the Public Safety Department of all planned deactivations and reactivations of fire alarm zones.
3. The Project Engineer shall assure that all contractors involved in welding/burning operations strictly adhere to Villanova’s Hot Works Procedure (see EH&S Procedure No. S15). Burning/Welding/Hot Works permits can be obtained from the Office of Environmental Health & Safety.

4. If the building in which the deactivation occurs will remain partially occupied and the alarm system will be deactivated beyond three consecutive work shifts for the main contractor, the following additional steps shall be taken:

   a. The occupied portion of the building shall be separated from the construction area by a wall having a two-hour fire rating.

   b. The entrance door to the construction area shall also be fire rated at two hours and shall be equipped with a window that allows a clear view of the majority of the construction area.

   c. A heat detector shall be located on the construction side of the door and in close proximity to the door. The detector shall be temporarily wired into the portion of the alarm system that remains active.

   d. The Public Safety Department shall commit sufficient manpower to assure that the unoccupied portion of the building is monitored at one half hour intervals during non-working hours for the main contractor. The Project Engineer will notify Public Safety of any scheduled non-emergency deactivations at least 10 days before the deactivation. Additionally, the Project Engineer will provide a charge number to Public Safety similarly worded to Attachment B.

5. The main contractor shall assure that sufficient manpower is committed to monitor any unoccupied building(s) in a construction mode during the deactivation.

6. If the project involves the creation of excessive dust, the Project Engineer shall assure that the demolition contractor cover the smoke heads before the demolition phase begins. It will be the contractor’s responsibility to remove any such covers utilized before the fire alarm system is reactivated.

7. If a fire alarm system deactivation is planned for an area in which chemical, biological or physical hazards are present, the building occupants in concert with the Office of Environmental Health & Safety, shall assure that alternative safeguards are provided to protect against these hazards before the fire alarm system is deactivated.
8. All fire protection equipment shall be returned to its normal state as promptly as possible. At the completion of the project, Facilities Services and Public Safety shall conduct a system check to assure that all fire protection components are functioning as intended. Documentation of this system check must be provided to the Office of Environmental Health & Safety.
Attachment A

Notice

The Facilities Management Office has scheduled construction work in (insert building name) that will disable the building’s fire alarm system. Effective (insert date), the building fire alarm system will be (demolished, repaired, reconstructed, deactivated or other appropriate phrase). The Office of Environmental Health & Safety, Facilities Services and Public Safety have taken alternative steps to protect the building and its occupants during this period of time.

This notice shall remain in effect until further notice.

cc: A. Lenthe
    D. Tedjeske
    R. Morro
    N. Grosso
    T. Cusack
    Other
    Bldg Posted (Date)
Attachment B

Villanova University
Facilities Management
Facilities Services Department

Inter-Office Memo

To: D. Tedeske, Director, Public Safety
From: Name (Project Engineer)
cc: N. Grosso, R. Morro,
Date: 

Subject: Fire Alarm Deactivation

The fire alarm system will be deactivated in selected zones in (building name) from (insert time) to (insert time) on (insert date). Please assure that the Public Safety Department conducts checks of the construction area at one half hour intervals during the above referenced time.

To avoid an exposure to construction related hazards, Public Safety Officers should not enter the active construction area. An observation window has been provided at the entrance to the construction site for monitoring purposes.

Charge account number (insert account number) for Public Safety activities related to this request.

Note: For scheduled non-emergency deactivations, this notice must be sent to Public Safety at least 10 days before the deactivation.