

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

| | | | |
|-----------------|----------------------------|--------------------------|-------------------|
| Section: | Administration | Effective date: | April 2008 |
| Subject: | Fire Alarm Shutdown | Procedure Number: | A -03 |

Purpose

To provide a system for shutting down fire alarm systems and/or monitored fire protection equipment, when work that would affect the system is required.

Procedure

1. When inspecting, testing and/or maintenance of any alarm system is scheduled, prior to work beginning; notification of the inspection, testing and/or maintenance should be made to:
 - 1.1. Department of Public Safety
 - 1.2. The Principle Engineer – Structural Life/Safety Systems
 - 1.3. The Building Administrator
2. Notification should include the following information:
 - 2.1. When work is to be performed (i.e., date)
 - 2.2. Anticipated length of down time
 - 2.3. Type of work (i.e., noise, shut downs, etc.)
3. Shutting down of the Fire Alarm Systems by Contractors is required when doing ANY kind of work on Fire Protection Equipment and/or Systems on the Eastern Michigan University campus:

- 3.1. It is the Contractors responsibility to retain and use the current T&M Contractor in order to utilize their technician(s) for the de-energizing and re-energizing of the fire alarm notification system before any work is to be performed that could effect the activation of the buildings fire alarm detection and/or notification system. Notification shall also be given to the current Structural Life Safety Engineer that the current T&M contractor has been retained for the fire alarm detection and/or notification system shut down.
- 3.2. Eastern Michigan University does not assume fiscal financial responsibility for work performed by the current T&M contractor technician on behalf of a contractor.
- 3.3. In addition if the work entails the shut down of any water based fire protection then additional notification needs to be performed prior to the work occurring:
 - 3.3.1. Contact EMU Plumbing Shop (Plumbing Foremen - 734-487-3424)
 - 3.3.2. Contact Ypsilanti Community Utilities Authority (YCUA)
 - 3.3.2.1. Work through Eastern Michigan University's Plumbing Foremen to accomplish this
4. When the contracted company comes to campus, they should notify dispatch that they are here and going to be working on the system.
5. If the alarm is activated during the work, then the contractor needs to contact the Department of Public Safety Dispatch (734-487-1222) and the Structural Life Safety Engineer (734-487-3426) immediately and then silence the alarm as quickly as possible.
 - 5.1. Dispatch, upon receiving the call from the contractor, contacts the building administrator to let them know it is a false alarm.
 - 5.2. The Contractor should not be allowed to work on the system if they do not have the capability to silence an alarm or have an immediate plan for silencing an alarm.
6. When they have completed their work, they should let dispatch know that the alarm is again active and they are leaving the building

Authorized by:

Chad W. Crocker
Director of Facilities Maintenance

John Donegan
Associate Vice President of Facilities