

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS007	Approved by: Mark Cavanaugh
Title: Fire Protection During Construction/Renovations/Alterations/Demolition	Date:6/29/10
Revision No.: New	Page 1 of 2
Prepared by: Kevin Chandler	

I. PURPOSE

This procedure outlines safeguards for fire protection systems in areas under construction, renovation, or abatement. This includes the impairment of fire alarm systems, sprinkler systems, and fixed suppression systems to ensure that accidental activations do not occur.

II. PERSONNEL AFFECTED

University Facilities

University Contractors and Subcontractors

All personnel providing a service that could potentially cause damage or false activations to fire protection systems at the University of Rochester.

EH&S Fire Marshal's Office

III. DEFINITIONS

EH&S- Environmental Health and Safety department of the University of Rochester

Fire Safety Coordinator (FSC) – A representative of the university's fire marshal's office out of the EH&S department.

Fire Watch (responsible person) - A person trained in the safety and fire safety consideration concerned with hot work. Fire watch is a qualified person who ensures a systematic surveillance of a building or portion of the building or activity. They function as the fire alarm system to report fires or similar emergencies to University Security and to initiate evacuation of a building if a fire or emergency occurs. Fire Watch personnel must be trained in the University's Procedure for Reporting Fire Emergencies and possesses a means of communicating with the Security Communications Center. Fire watch personnel shall carry a functional cellular phone/radio while on duty, and be familiar with the emergency number for UR Security, dial 13 from a UR house phone, #413 from an AT&T or Verizon cell phone, or 275-3333

IV. RESPONSIBILITIES

University Security – monitor status of fire detection/suppression systems and notify EH&S of any problems

EH&S staff – assess reported problems and determine necessary subsequent processes

Outside Contractors – maintain trained fire watches as necessary in construction area

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS007	Approved by: Mark Cavanaugh
Title: Fire Protection During Construction/Renovations/Alterations/Demolition	Date:6/29/10
Revision No.: New	Page 2 of 2
Prepared by: Kevin Chandler	

Facilities and all other University personnel – maintain trained fire watches as necessary in specific areas as need arises

V. PROCEDURES

- A.** Prior to any work taking place, a survey should be done by the Job Foreman/Coordinator to assess the impact on the fire protection systems.
- B.** If it is believed that there is any chance that a fire protection system will be damaged or possibly activated unintentionally, EH&S should be contacted immediately.
- C.** EH&S will send a Fire Safety Coordinator (FSC) to assess the site. The FSC will work with the job Foreman/Coordinator as to the best means of resolution.
- D.** Dependent on the plan that is formulated, the work may be scheduled to begin five or more days later due to necessary notifications and procedures.
- E.** Work shall not begin until the FSC has authorized the plan to be taken.
- F.** Possible solutions include but are not limited to: System shutdown, changing device types, and covering devices in a manner as to not cause damage.
- G.** The FSC will advise crews of the procedural stipulations associated with the chosen method.

VI. REFERENCES

Fire Code of NYS Chapters 9 & 14
Environmental Health & Safety Fire Watch Policy #FS006

VII. APPENDICES/FORMS

VIII. REVISION HISTORY

Date	Revision No.	Description
6/2010	New	Establish written policy regarding fire protection during construction