Policy No.: FS007
Approved by: Mark Cavanaugh
Title: Fire Protection During Construction/Renovations/Alterations/Demolition
Date: 8/17/17
Revision No.: 2
Reviewed by: Brian Prinzing

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

Planning & Project Management (PPM)
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

*Fire Watch (responsible person)* - A person trained in the safety and fire safety consideration concerned with hot work or fire system impairments. 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 Public Safety 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 Public Safety* – monitor status of fire detection/suppression systems and notify EH&S of any problems
*EH&S staff* – assess reported problems and determine appropriate compensatory actions
*Outside Contractors* – maintain trained fire watches as necessary in construction area
*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, there is any chance a fire protection system will be damaged or possibly activated unintentionally, EH&S should be contacted immediately.
C. Any scheduled work in patient care areas that will impair Life Safety Systems will require a Risk Assessment from the Project Risk Assessment Group. Any emergent work will require the Fire Safety Specialist to be notified so he/she may perform a risk assessment.
D. EH&S will send a Fire Safety Specialist (FSS) to assess the site. The FSS will work with the job Foreman/Coordinator as to the best means of resolution.
E. 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.
F. Work shall not begin until the FSS has authorized the plan to be taken.
G. Possible solutions include but are not limited to: System shutdown, changing device types, and covering devices in a manner as to not cause damage.
H. The FSS will advise crews of the procedural stipulations associated with the chosen method.

VI. REFERENCES
Fire Code of NYS Chapters 9 & 33
Environmental Health & Safety Fire Watch Policy #FS006

VII. APPENDICES/FORMS

VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>6/29/2010</td>
<td>New</td>
<td>Establish written policy regarding fire protection during construction</td>
</tr>
<tr>
<td>5/22/2013</td>
<td>1</td>
<td>Identified additional requirements for hospital work</td>
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<tr>
<td>8/17/2017</td>
<td>2</td>
<td>Clarified language made grammatical corrections</td>
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