

# FIRE SYSTEM IMPAIRMENT PERMIT

SI Tracking #

**NAME OF BUILDING AND CONTACT NUMBER**

EMERGENCY PHONE #

Parent Building

Permit Issued To

Phone

Requested by

Phone

**Exact Location of valve, special hazard suppression system, zone, or fire alarm device:**

**Area Protected by valve, special hazard suppression system, zone, or fire alarm device:**

SYSTEM TYPE

PERMIT REQUESTOR

REASON FOR IMPAIRMENT

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CONTRACTOR AND/OR SI WORK GROUP & TYPE OF GENERAL WORK

Select "blank" to write additional comments.

Impairment Restored

Initials

PERMIT START DATE

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PERMIT EXPIRE DATE

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**MECHANIC PERFORMING WORK (SI Employee Name/Phone and/or Contracting Company Name, Employee's Names and Emergency Phone Number)**

### Additional Comments

- HOT WORK ALLOWED
- HOT WORK PROHIBITED
- LOCKOUT TAGOUT REQUIRED
- CONFINE SPACE PERMIT REQUIRED
- HAZARDOUS OPERATIONS STOPPED
- IMPAIRMENT FORM ATTACHED TO SYSTEM
- FIRE WATCH OF AFFECTED AREAS ESTABLISHED
- FIRE PROT SYSTEM OUT OF SERVICE RED TAG
- FULLY OPERATIONAL SPRINKLER SYSTEM
- OTHER

- BUILDING SECURITY CONTROL OPER NOTIFIED \*
- BUILDING MANAGER NOTIFIED \*
- WMC (1560) NOTIFIED \*\*
- MUSEUM DIRECTOR NOTIFIED
- BUILDING SAFETY COORDINATOR NOTIFIED \*
- SI OFMR SAFETY NOTIFIED
- OPDC PROJECT MANAGER / COTR NOTIFIED
- OTHER

- ZONE PROJECT LIAISON NOTIFIED
- CRAFT SHOP NOTIFIED
- USRO / HVAC SHOP NOTIFIED
- SED BLDG SYS ENG (BAS) NOTIFIED
- SED SAFETY/FIRE SHOP NOTIFIED
- NMZ CTRL SHOPS NOTIFIED
- LOCAL FIRE DEPT NOTIFIED

**\*\*REQUIRED COPY FOR OFMR WORK**

**\*REQUIRED COPIES**

**\* I verify the above location has been examined, the precautions checked on the required precautions checklist have been taken to prevent fire and permit the impairment of the above equipment/system.**

\_\_\_\_\_  
PRINT NAME (Work Coordinator)

\_\_\_\_\_  
PRINT NAME (Permit Authorizing Individual, PAI)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Inspection Date / Time

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Inspection Date / Time

**SYSTEM IMPARMENT WORK MAY BEGIN AFTER IT HAS BEEN VERIFIED THAT ABOVE CONDITIONS HAVE BEEN MET, PERMIT SIGNED FOR APPROVAL AND POSTED. COPIES OF THIS PERMIT HAVE BEEN DISTRIBUTED TO OFFICE OF PROTECTION SERVICES (SECURITY MANAGER AND SECURITY CONTROL ROOM OPERATOR), BUILDING MANAGER, AND SAFETY COORDINATOR.**

## **FIRE SYSTEM IMPAIRMENT PERMIT**

### **GENERAL INSTRUCTION**

**Summary:**

The Fire System Impairment Permit Form is to be used whenever maintenance, repairs, modifications or upgrades cause fire detection / alarm systems, life safety systems, or fire suppression systems within the SI Facilities to be out of service. All work must be authorized and approved through the Building Manager. Using this form should help prevent miss communication and assure continuity of work among various shops and departments within the Facilities Management (FM). The Work Supervisor / Leader are responsible for ensuring all codes and regulations are followed during fire/life safety system repairs.

The Building Manager shall inspect the work area prior to granting a permit. The Building Manager will verify and sign off on the permit. The permit is void unless copies of the fire system impairment permit have been posted and properly distributed to the "Fire System Impairment" Outlook user group (including Building Management, and Work Management Center (WMC)) by the Building Manager. Upon notification, the security office is to immediately notify the building control room operator. The Work Supervisor will return the original copy of the permit back to the Building Manager. The Building Management Office shall retain the original permit for official record.

Should fire system impairment directly impact the ability of the local fire department to perform tactical fire fighting operations, the Building Manager shall notify the fire department of the impairment. Incidents requiring fire department notification may include impairment of water storage tanks serving hydrants, closure of main sprinkler control valves, shut down of mains feeding yard hydrants or entire buildings.

**Instructions:**

- 1) SI Tracking # – Select the appropriate control number and enter the tracking number. The Office of Facility Maintenance & Reliability (OFMR) group will use an SWO for the tracking number. The tracking number will be used for to record labor and material cost where applicable. All individuals in OFMR working on this permit should use the same number.
  
- 2) Name of Building – select from the drop down list the location of work or type in the building name.
  - Permit Issued to & Phone # – specify the individual who will be responsible for coordinating work. Provide a phone number xxx-xxx-xxxx. The Work Coordinator will ensure that this permit is posted and copies are sent to appropriate shops and/or departments.
  - Requester & Phone # – use this block for the requester's name. Example: Work request may come from Building Management, Safety Office and / or the Office of Planning, Design and Construction.
  
- 3) Exact Location of the Valve/Zone – enter the valve location and identification number. Copy of this permit will be posted at the valve location at a visible site.  
Area Protected by Valve - provide some detail of the zones and/or areas affected by this work.
  
- 4) Specify Type of System – select from the drop down list the proper System type.  
Reason for Impairment – select from the drop down list the proper reason for impairment and requesting agency.  
Contractor and/or SI work group- select from the drop down list the proper agency performing the work and the type of work being done.  
Planned Dates and Time (Impaired & Restored) – use the drop downs to select the dates and times.
  
- 5) Mechanic Performing Work (SI Employee Name/Phone and/or Contract Company Name, Employee's Names and Emergency Phone #)
  
- 6) Additional Comments – use this block to provide more specific information.
  
- 7) Notification - Precautions Taken (check as appropriate) – use the list and check those that are appropriate. Hot Work must be prohibited while any sprinkler systems or any component thereof is impaired. The Work Supervisor / Leader will provide notification to the Building Security Control Operator, Building Management, and Work Management Center (WMC) by providing a copy of the permit prior to any work other than extreme emergencies. After receiving a go-ahead from the Building Manager, fasten a "Fire Protection Out of Service" Red Tag to each shut valve. This serves as a reminder that the valve is shut. Do not lock shut valves.
  
- 8) Authorized By – The Permit Authorized Individual (PAI) and Work Coordinator shall provide last, first name (print), sign and date.

**Reference Attachments B-2 and B-5 to Ch. 36 (Fire Protection) of the OSHM Safety Manual, which provide specific procedures to be followed when impairing water based and fire alarm/special hazard systems.**