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Instructions for  
**Obtaining**  
**Fire Protection System**  
**Daily Permits**

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
6	DCN1074	Added requirement for outdoor activities; Defined disable, enable for buildings and fire system online, offline.	5/14/14	J. Colavito	P. O'Dea

Prior revision history, if applicable, is available from the Document Control Office.

## 1. PURPOSE

The purpose of this document is to ensure all College of Nanoscale Science and Engineering (CNSE) facility fire protection system(s):

1. Are returned to proper working condition after being placed in 'Building Disable Mode' after testing, maintenance, modification, hot work, particulate (dust) generating activities, etc.
2. Testing and modifications are communicated and coordinated with the Facilities, Environmental Health & Safety (EHS) and Security Departments.
3. Testing is communicated with employees onsite to avoid confusion and false evacuations.
4. Work is performed in accordance with appropriate protocol to maintain fire protection system integrity.

## 2. SCOPE

2.1 A Fire Protection System Daily Permit (CFM-00005-F1) must be completed anytime the following conditions apply:

1. Work activities within the facility have the potential of affecting the fire protection systems (fire alarm and fire sprinkler) and their components including testing, modification and maintenance of the fire protection systems.
2. Anytime hot work activities will be carried out indoors or outdoors (alleys, rooftops, near air intakes, etc.) which could affect the fire protection systems (fire alarm and fire sprinkler) with hot work, dust generation, smoke generation, etc.
  - In addition, a Hot Work Permit (EHS-00029-F1) must be completed anytime an activity involves the use of an open flame or spark producing equipment.
3. Anytime particulate generating work activities will be carried out indoors which could affect the fire alarm system. This includes construction, maintenance or other activities which will generate dust, smoke, particulate, etc. which could accidentally activate the fire alarm system. This includes work above ceilings where above ceiling space is a 'return air plenum' such as NFE, NFS and CESTM.

2.2 These work instructions apply to all CNSE employees, tenant employees, contractors and sub-contractors that are engaged in work activities within the CNSE facility.

### 3. DEFINITIONS

3.1 **Building Disable Mode:** Security disables horns and strobes per building based on the Fire Protection System Daily Permit.

***NOTE:** While the term 'disable' is used, the system is still detecting and will provide an alarm to FACP (Fire Alarm Control Panel) should an alarm condition be detected.*

3.2 **Building Enable Mode:** Security re-enables horns and strobes per building at the end of the Fire Protection System Daily Permit.

3.3 **'Company' From Fire Protection System Daily Permit Form:** The company or group performing the work. This should list the subcontractor and contractor, if necessary (i.e. ABC Contractors, Inc. for XYZ Construction Management, Inc.)

3.4 **Fire Protection System:** Including but not limited to fire alarm systems, smoke detection systems, fire sprinkler systems, fire suppression systems, etc.

3.5 **Fire Protection System Operator:** The person responsible for placing the fire alarm system in 'Building Disable Mode' and removing the fire alarm system from 'Building Disable Mode'. [Security Officer operating fire panel].

3.6 **Maintenance:** Removing the system from normal operating status to repair, inspect or perform other functions.

3.7 **Modification:**

1. Disconnection of any fire alarm or fire sprinkler system device – even if temporarily.
2. Addition of system components or devices.
3. Replacement of system components or devices.
4. Relocation of system components or devices.

3.8 **Monitoring Service:** Service provider monitoring the Fire Alarm System for CNSE site wide.

1. **Online:** Monitoring service is actively monitoring (Fire Department will be notified automatically)
  2. **Offline:** Monitoring service is not actively monitoring (Fire Department will not be notified automatically)
- 3.9 **Hot Work Activities:** Including, but not limited to, welding, cutting, brazing, burning, grinding and soldering operations.
- 3.10 **Impairment:** Rendering a fire protection system in-operable, either the whole or in part. Examples include isolating water flow to a fire sprinkler system, draining a portion of a fire sprinkler system, disconnecting smoke detectors, etc.
- 3.11 **Particulate Generating Activities:** Including but not limited to demolition, sanding, grinding, etc. Also, any activity above suspended ceilings generating dust which could be drawn into HVAC return air systems and activate detectors such as wire/cable pulling.
- 3.12 **'Requestor' From Fire Protection System Daily Permit Form:** The person on site performing the work listed on the permit. The phone number listed on the permit must be a cell phone number where the 'Requestor' can be reached, not an office number.
- 3.13 **Testing:**
1. **Fire Alarm Testing** (semi-annual, annual or after system modification)
  2. **Fire Sprinkler Testing** (quarterly, semi-annual, annual or after system modification)
- 3.14 **'Work Sponsor' From Fire Protection System Daily Permit Form:** The person the work is being performed for – firm and name to be listed on the permit. This person must be a CNSE employee or tenant employee.

## 4. RESPONSIBILITIES

- 4.1 Compliance with this procedure is the responsibility of the contractor, tenant, or CNSE employee responsible for the fire protection system work.

## 5. ASSOCIATED DOCUMENTS

- 5.1 **CFM-00005-F1** Fire Protection System Daily Permit
- 5.2 **CFM-00004** Obtaining Work Authorization Permits

- 5.3 **CFM-00004-F1** Work Authorization Permit
- 5.4 **EHS-00029-F1** Hot Work Permit
- 5.5 **CFM-00009** Obtaining Fire Protection System Modification Permits
- 5.6 **CFM-00009-F1** Fire Protection System Modification Permit
- 5.7 **SSM-01003** CNSE Fire Protection Impairment Procedure

## 6. PROCEDURE

### 6.1 Fire Protection System Daily Permits:

- 6.1.1 The Fire Protection System Daily Permit form shall be completed and attached to a Work Authorization Permit form when submitting the work permit for approval. Provide two (2) copies of the permit form for each shift (10 hour period maximum) of the work. One copy of the permit will be retained by the Fire Protection System Operator. The other copy will be returned with the Work Authorization Permit.
- 6.1.2 Fire Protection System Daily Permits generally shall be submitted three (3) days prior to the start of the work – similar to Work Authorization Permits. However, Fire Protection System Daily Permits which include a “System Impairment” shall be submitted seven (7) calendar days prior to the start of work. This is to allow adequate time to review the affected work area, potential impacts to operations, coordination of fire watches, etc.
- 6.2 Prior to the start of the work activities, the Requestor shall contact the Security Control Center (SCC) at 518-956-7082. Verbal confirmation shall be received (by requestor) from the Fire Protection System Operator the fire alarm system has been placed in ‘Building Disable Mode’ and the work covered in the work authorization permit can commence.
- 6.3 Upon completion of the work activities, the Requestor shall contact the SCC and notified them of completion of work activities.
- 6.4 The Fire Protection System Operator shall verify if the building fire alarm system is in ‘Building Disable Mode’ for any other work activities.
  - 1. If Yes: Complete form and leave fire alarm system in ‘Building Disable Mode.’
  - 2. If No: Fire Protection System Operator shall remove the fire alarm system from ‘Building Disable Mode,’ returning it to normal operation, ‘Building Enable Mode.’

- 6.5 If at the end of the ten (10) hour time limit on the Fire Protection System Daily Permit, the SCC and /or the Fire Protection System Operator has not been contacted by the Requestor, the fire alarm system shall be removed from 'Building Disable Mode', returning it to normal operating condition, 'Building Enable Mode.'
- 6.6 The Fire Protection System Operator shall confirm completion of the work activities and then confirm Part 2 of the permit has been accurately completed.
- 6.7 The Fire Protection System Operator shall provide a copy of the completed permit for record in the Facility archive.
- 6.8 A 'Fire Protection System Daily Permit' is provided for reference and example in Appendix A.
- 6.9 The covering of smoke detection devices to prevent activation is prohibited. Smoke detectors may not be covered with preformed covers, rubber gloves, plastic bags, etc.


## 7. RECORDS

Completed Fire Protection System Daily Permits shall be kept on file by the Fire Protection System Operator for at least ten (10) years.

## 8. APPENDIX

**Appendix A** – 'Fire Protection System Daily Permit' Sample

## Appendix A 'Fire Protection System Daily Permit' Sample (see CFM-0005-F1)

 <p>SUNY COLLEGE OF NANOSCALE SCIENCE AND ENGINEERING</p>	FIRE PROTECTION SYSTEM DAILY PERMIT	Form Number/Rev # CFM-00005-F1 R8
<b>PART 1: (Two (2) copies to be completed by 'Requestor' and submitted as sub-permit to a Work Authorization Permit)</b>		
<b>Requestor Information</b>		
Requestor: _____	Cell Phone #: _____	Date of Work: _____
Company: _____	Work Sponsor: _____	Start Time: _____ End Time: _____ <small>(10-hour maximum)</small>
<b>CNSE Contact Information</b>		
<b>Emergency Phone #</b> (518) 437-8600	Facilities: Pat O'Dea 437-8817 (Office) 281-7487 (Cell)	Security & Fire Systems: Rob Willey 858-7082 (Office) 826-2201 (Cell)
ERT1: Su, M, Tu, W - 862-8818 / 728-8504 ERT2: W, Th, F, Sa - 880-8988 / 828-7241		
<b>Work Information</b>		
<b>Building:</b>	<input type="checkbox"/> CESTM <input type="checkbox"/> CUB <input type="checkbox"/> HPM <input type="checkbox"/> NFC / NFN <input type="checkbox"/> NFE <input type="checkbox"/> NFS / NFSX <input type="checkbox"/> NFX <input type="checkbox"/> Substation Other: _____	
<b>Location:</b>	Floor: _____ Room / Area: _____	
<b>Work Type:</b>	<input type="checkbox"/> Dust Generation <input type="checkbox"/> Hot Work <input type="checkbox"/> System Testing <input type="checkbox"/> Impairment * <input type="checkbox"/> Other: _____ *If an Impairment => Start Time: _____ End Time: _____	
<b>System Affected:</b>	<input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Sprinkler System	
<b>Work Description:</b>	List relevant tasks from 'description of work' on Work Authorization Permit.	
Approval: _____ <div style="text-align: center; margin-left: 100px;">                     Fire Protection System Operator / Impairment Coordinator                 </div> <div style="text-align: right; margin-right: 100px;">                     Date: _____                 </div>		
<b>PART 2: Do Not Write Below This Line – FOR CNSE USE ONLY – Do Not Write Below This Line</b>		
<input type="checkbox"/> Check if Not Applicable		
<b>1 Prior to Testing Notification</b>	<input type="checkbox"/> Check if Not Applicable	
12-Hour Signs Posted By: _____ Date: _____ Time: _____	5-Minute ERT Page/Facilities Call By: _____ Date: _____ Time: _____	5-Minute PA Announcement By: _____ Date: _____ Time: _____
<b>System Offline</b>		
2 Fire Alarm Monitoring System placed <u>offline</u> by: _____ Monitoring Service Operator: _____ Name: _____ ID#: _____	Date: _____ Time: _____	
<b>Building Disable Mode</b>		
3 Building(s) Disabled By: _____ Date: _____ Time: _____		
<b>Building Enable Mode</b>		
4 When work is complete, is the Fire Alarm System in 'Building Disable Mode' for any other work activities? <input type="checkbox"/> Yes (do not enable fire panel until all other work is complete) <input type="checkbox"/> No (go to step 5)		
5 Is Fire Panel in Alarm? <input type="checkbox"/> Yes (identify and clear alarms before enabling the building) <input type="checkbox"/> No (enable building)		
6 Building(s) Enabled By: _____ Date: _____ Time: _____		
<b>System Online</b>		
7 Fire Alarm Monitoring System placed <u>online</u> by: _____ Monitoring Service Operator: _____ Name: _____ ID#: _____		
Date: _____ Time: _____		
<input type="checkbox"/> Check if Not Applicable		
<b>8 After Testing Notification</b>		
ERT Page/Facilities Call By: _____ Date: _____ Time: _____	PA Announcement By: _____ Date: _____ Time: _____	Global Email Sent By: _____ Date: _____ Time: _____
Sign Removal By: _____ Date: _____ Time: _____		