

This document details the necessary components of written work procedures that are expected before any Fire Life Safety System (FLSS) shut down will be authorized. The nature of the project will dictate the complexity of the work procedures.

Logistics:

- Primary contacts for each stakeholder (each contractor and all CapU stakeholders involved) with mobile telephone numbers
- Proposed date and time
- Buildings where work is occurring
- Buildings being impacted by work
- Proposed process for access to the site (key sign out/ CapU security unlock/ CapU Facilities escort)

Scope of work

- Description of the primary steps to execute the work and a schedule of work

Level of Impairment

- Clearly identify the work to be completed and what it will affect – full or partial shutdown
 - If it is partial FLSS impairment, provide a list of all rooms/areas that will be impaired (clearly indicate who will be responsible for the bypass, the contractor or CapU electrician)
 - It should be noted that most shut downs are full shut downs, and therefore the work must be performed outside of normal business hours, but if it is only one zone it could be performed during normal business hours.

Additional Risks

- A risk assessment of the work being performed to detail any additional risks presented by the work being performed or the activities in the affected areas, with controls to minimize these risks
- Outline the method for communicating emergencies with CapU security, in the event of a fire or other emergency occurring during the work (See CapU Emergency Procedures Poster)

LSS Monitoring

- The CapU Liaison will advise the monitoring company of all FLSS impairments and restorations upon notification by the contractor
- Any work that creates a supervisory alarm or that impairs a collector panel requires continuous monitoring of the associated collector panel. This monitoring is performed by security with the cost borne by the project. Work that requires a building panel to be taken offline requires continuous monitoring by the contractor (unoccupied)

Building Occupancy and Notification

- Complete FLSS shutdowns are not permissible in occupied buildings on any CapU campus
 - The CapU Liaison will provide hours of operation for specific buildings. For buildings that are occupied 24/7, arrangements will be made to lockdown the building (ie Residence)
- All FLSS shutdowns that impact building occupants or occur in occupied buildings require signage affixed the entrances and communication/notification to effected groups
- All FLSS shutdowns that affect CapU tenanted space must be coordinated by the CapU Liaison and the landlord

Fire Watch

- Any impairments to FLSS in spaces occupied by members of the CapU community require Fire Watch by CapU Security or provided by the contractor (at the cost of the project).