

# 999 East Touhy

## Life Safety Systems Impairment

### PROGRAM OVERVIEW

The purpose of this document is to establish procedures for handling situations in which fire protection systems are out of service (referred to in this document as “impairments”). A Fire Protection System Impairment occurs when any portion of the Fire Protection System is rendered inoperative due to maintenance, construction or unplanned outages. Whether impairment is planned or occurs accidentally, preventative measures are required to minimize potential risk.

Impairments are intended to include, but are not limited to: Fire Alarm and Detection Systems, Data Room Suppression Systems, Automatic Sprinklers, Standpipes or Fire Pumps and Control Valves.

### PRIOR TO IMPAIRMENT

#### NOTIFICATIONS

Prior to the start of any work requiring a system impairment, the following personnel or entities **MUST BE NOTIFIED**. Provide Building Account Number, Pass Code, Time of Impairment, Reason for Impairment and approximate duration of the Impairment.

City of Des Plaines Fire Alarm Office	847.391.5360
Office of the Buildings	773.272.0716
Engineering	847.514.2442

Inform building occupants, contractors and service personnel of the System Impairment. Emphasize that during the impairment the use of flammable compounds or solvents is prohibited. Inform occupants within the Impairment area of the system impairment, and the impact of the impairment upon their respective area.

Post notices at Passenger Elevator Lobbies and on impaired floors. Notice should include information concerning the impairment, (FIRE ALARM SYSTEM OUT OF SERVICE 11:00AM until 3:00PM).

Review any Hot Work Permits which have been issued, and notify contractors, maintenance or service personnel that a System Impairment is either scheduled or in progress. Emphasize that the use of any cutting, welding portable heating or soldering equipment is prohibited during the impairment.

Post signage at the Fire Alarm Panel stating that an impairment is in progress. Post signage at the location of any Impaired Control Valve, Standpipe, Pump or Water Supply, showing the system is Impaired, and the anticipated duration of the Impairment.

## IMPAIRMENTS

All systems are to be restored to normal service by the close of the business day. **ANY IMPAIRMENT EXTENDING BEYOND THE CLOSE OF THE BUSINESS DAY WILL REQUIRE THE PLACEMENT OF A FIRE WATCH, WITHIN THE IMPAIRED AREAS. A fire watch is a temporary measure intended to ensure continuous and systematic surveillance of a building or any portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of fire, and notification of the fire department.** After normal business hours, on weekends, or during holidays, Engineering will post notices on doors and notify any occupants within or entering the affected building when the building alarm system and sprinkler system are out of service.

## FOLLOWING SYSTEM IMPAIRMENT

Upon completion of any work requiring an impairment, the following procedures are to be followed.

- Verify that all work has been completed and the system can be restored.
- Fill and pressurize the Automatic Sprinkler System. Verify that the system is leak free.
- Restore all Control Valves, Standpipes and Pumps to normal service.
- Restore Fire Alarm System to normal service.
- Notify the City of Des Plaines Fire Alarm Office that the system can be restored.
- Remove all signage and notify occupants and contractors

For SCHEDULED OR UNSCHEDULED impairments after normal business hours or on weekends, Engineering must be notified at 847.514.2442.

## HOT WORK PERMITTING

The Campus Hot Work Permitting System must be followed any time welding, cutting, brazing, soldering or any other spark producing work is required, within a building. When hot work is required, steps must be taken to ensure the fire alarm system within the immediate work area is not activated by the hot work. In order to assure the safety of building occupants, and to minimize the potential for property damage, a HOT WORK PERMIT must be completed. The Hot Work Permit will be initiated by the Senior Engineer on watch, before any work begins. The craftsman performing the hot work or the General Contractor shall make arrangements with the Senior Engineer on watch to ensure the system is not activated.