



Fire Protection System - Out of Service Notification

This standard shall set forth the requirement of a fire watch when a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection equipment or life safety system is inoperable, defective, inadequate, has been taken out of service for > 8 hours in a 24-hour period.

2020 Fire Code of New York State – Section §F901.7 - Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with not less than one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

BESIDES NOTIFYING THE MONITORING STATION										
The below information MUST be faxed to (585) 784-5207 when taking any fire protection system OUT OF SERVICE										
BUSINESS INFORMATION	Date System OUT OF SERVICE		Time System OUT OF SERVICE		Name of Contact Person					
	BUSINESS NAME									
	CONTACT NAME									
	ADDRESS			CITY		STATE		ZIP CODE		
CONTRACTOR INFORMATION	CONTRACTOR NAME									
	ADDRESS			CITY		STATE		ZIP CODE		
	CONTACT NAME			TITLE			CONTACT NUMBER			
IMPAIRMENT INFORMATION	Type of System									
	Automatic Fire Sprinkler		Fire Alarm		Kitchen Fire Suppression		Fire Suppression			
	Reason System is OUT OF SERVICE									
	Repairs		Testing		Alterations		Other			
	Type of Impairment									
Pre-Scheduled		Emergency		Damage or Hidden		Maintenance				
THE ABOVE FIRE PROTECTION SYSTEM WAS PUT BACK IN SERVICE AND FULLY OPERATIONAL EXCEPT AS NOTED BELOW										
Fire Protection System Return to Service Information										
Please complete the information above when system is returned to service FAX to (585) 784-5207										

Fire Protection System - Out of Service Notification Procedures

Purpose

There are periods of time in which fire protection systems including fire sprinklers, fire alarm, special protection system, kitchen hood systems and others may experience system impairments. The purpose of this procedure is to provide guidance on how to prepare for and plan for a system impairment. Fires that occur during a fire protection system impairment have a greater chance of causing major damage. Therefore, it is necessary to minimize the duration and scope of the impairment and to provide for alternate protection measures during the service or repair.

Scope

It is the responsibility of the building owner or designee to develop and implement an effective Fire Protection Impairment Procedure. Fire protection impairment procedures specific to your organization should be updated annually and include staff training, methods of monitoring and documentation, open communication between your staff, occupants, contractors, the fire department, and the insurance company.

Code Requirements

§F901.7 Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

§F901.7.1 Impairment coordinator. The building owner shall assign an impairment coordinator to comply with the requirements of this section. In the absence of a specific designee, the owner shall be considered the impairment coordinator.

§F901.7.2 Tag required. A tag shall be used to indicate that a system, or portion thereof, has been removed from service.

The image displays two versions of a fire protection impairment tag. The left tag is a white form with a red border and a red background for the title area. It contains the following text:

CONTROL NUMBER: 0000 Impairment Tag
Business Name: _____
Address - City, State, Zip: _____
Phone: _____
Priority: _____ Alert: _____
System(s): _____ (Type ID #) _____ (Type)

All items in Part A should be completed prior to any fire service of the facility, upon or prior to the fire department's arrival. The fire department shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

PART A: IMPAIRMENT

	YES	NO	DATE
1. Impairment is clearly marked with a tag.			
2. Was fire alarm not placed?			
3. Is the fire alarm system not functioning properly?			
4. Was the fire alarm system not tested prior to the impairment?			
5. The manual "pull station" system, including the alarm, is not functioning properly.			
6. Manual call points have been tested and found to be inoperative.			
7. All fire alarm devices have been tested and found to be inoperative.			
8. Impairment tags are not completed and posted on the system.			

Completed by: _____ Date: _____
Reviewed by: _____ Date: _____

PART B: SYSTEM RESTORATION

	YES	NO	DATE
1. All fire alarm devices have been tested and found to be inoperative.			
2. All fire alarm devices have been tested and found to be inoperative.			
3. All fire alarm devices have been tested and found to be inoperative.			
4. All fire alarm devices have been tested and found to be inoperative.			
5. All fire alarm devices have been tested and found to be inoperative.			
6. All fire alarm devices have been tested and found to be inoperative.			
7. All fire alarm devices have been tested and found to be inoperative.			
8. All fire alarm devices have been tested and found to be inoperative.			

Retained by: _____ Date: _____
Reviewed by: _____ Date: _____

RETAINED BY IMPAIRMENT COORDINATOR

The right tag is a red and white striped tag with a white center containing the text "FIRE PROTECTION OUT OF SERVICE".

§F901.7.3 Placement of tag. The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. The fire code official shall specify where the tag is to be placed.

§F901.7.4 Preplanned impairment programs. Preplanned impairments shall be authorized by the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all of the following procedures have been implemented:

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings involved have been inspected and the increased risks determined.
3. Recommendations have been submitted to management or building owner/manager.
4. The fire department has been notified.
5. The insurance carrier, the alarm company, building owner/manager, and other authorities having jurisdiction have been notified.
6. The supervisors in the areas to be affected have been notified.
7. A tag impairment system has been implemented.
8. Necessary tools and materials have been assembled on the impairment site.

§F901.7.5 Emergency impairments. When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in §F901.7.4.

§F901.7.6 Restoring systems to service. When impaired equipment is restored to normal working order, the impairment coordinator shall verify that all the following procedures have been implemented:

1. Necessary inspections and tests have been conducted to verify that affected systems are operational.
2. Supervisors have been advised that protection is restored.
3. The fire department has been advised that protection is restored.
4. The building owner/manager, insurance carrier, alarm company and other involved parties have been advised that protection is restored.
5. The impairment tag has been removed.