



## 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.

### 2015 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 code enforcement official shall be notified immediately and, where required by the code enforcement official, the building shall either be evacuated, or an approved fire watch shall be provided for all occupants left unprotected by the shut down 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.

### **\*\*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						
<b>THE ABOVE FIRE PROTECTION SYSTEM WAS PUT BACK IN SERVICE AND FULLY OPERATIONAL EXCEPT AS NOTED BELOW</b>						
<b>Fire Protection System Return to Service Information</b>						
Please complete the information above when system is returned to service FAX to (585) 784-5207						

# Fire Protection System - Out of Service Notification

## 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.



**§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.