



UNIVERSITY OF  
**NORTHERN COLORADO**

---

**Environmental Health and Safety**

**Fire Protection System Impairment Procedure**

October 2020



UNIVERSITY OF  
**NORTHERN COLORADO**

---

**Environmental Health and Safety**

## **Fire Protection System Impairment Procedures**

### ***Table of Contents***

- I. Purpose
- II. Fire Protection Systems
- III. Compliance and Responsibility
- IV. Notification and Authorization
  - A. Minor Impairments
  - B. Scheduled Impairments
  - C. Emergency Impairments
- V. System Impairment Requirements
- VI. System Restoration Requirements

#### Appendix

- A. Fire Protection Impairment Permit Form



UNIVERSITY OF  
**NORTHERN COLORADO**

**Environmental Health and Safety**

## ***Fire Protection System Impairment Procedures***

### **I. Purpose**

There are times when it is necessary to disable fire sprinkler, fire suppression, or fire alarm systems on campus. The probability of a fire or explosion causing major damage is increased whenever a system, alarm, or device is impaired. The longer the protection is impaired the greater the probability becomes. Therefore, it is necessary to minimize the duration and scope of any impairment or provide for an alternate protection system. The purpose of this procedure is to provide guidance on when and how these fire systems and their components are to be disabled and re-enabled.

### **II. Fire Protection Systems**

The Fire Protection System Impairment procedures apply to the following systems. This includes planned or emergency outages of the system or devices.

- Fire Alarm System
- Detection System
- Special Suppression Systems (CO<sub>2</sub>, Clean Agent, Dry Chemical, Water Spray)
- Automatic Sprinkler Systems
- Standpipe and hose systems
- Fire Pumps and water storage tanks
- Underground piping and control valves

### **III. Compliance and Responsibility**

Any person, and his/her organization, who performs fire system installation, maintenance, testing, repair, or other operations which requires impairment of a fire system shall be responsible for compliance with these procedures.

It is the responsibility of the Environmental Health & Safety (EHS) department to develop and maintain this procedure and to train the appropriate personnel on the use of this procedure.

Scheduled (non-emergency) fire system impairment permits must be approved and signed by the Director of EHS before the system is disabled. In the absence of the Director of EHS the AVP of Facilities Management (FM) or his designee shall approve the permit.

## IV. Notification and Authorization

The person or organization reporting or scheduling fire system impairment is referred to as the “requestor” and is responsible for coordinating the fire system impairment.

### A. Minor Impairments

Fire system impairments considered to be minor includes fire system testing, maintenance and repairs which are of short duration (less than two hours), and does not include water supply, does not impact critical operations and does not include substantial risk for loss of life or property.

Minor impairments do not need an approved permit. However, shall an unforeseeable event occur while testing, maintaining, or making repairs exceed the two (2) hour time limit, a Fire Protection Impairment Procedure must be completed.

The requestor will notify the following immediately before a minor impairment:

- Facilities Management Service Center – 351-2446
- UNC PD Communication Center – 351-2245
- Building Automation System – 351-2446

### B. Scheduled Impairments

All scheduled fire system impairments shall be coordinated and scheduled through the Environmental Health & Safety Department, within 48 hours before work is performed.

The following shall be notified for scheduled outages that are more than two hours in duration (or outside of regular business hours), impairments of two or more systems, or any impairment of water supply:

Environmental Health & Safety or AVP FM will notify the following in advance:

- Building Coordinator – Email
- Facilities Management Service Center – Email
- UNC PD Communication Center - Email
- Greeley Fire Department – Email
- Building Automation Systems (BAS) – Email

The requestor will notify the following immediately before impairing the fire system:

- Facilities Management Service Center – 351-2446
- UNC PD Communication Center – 351-2245

EHS shall notify Zurich (insurance) notification system when a fire impairment permit will require greater than 72 hours of impairment. Notification should include the following:

- Login to <https://esolutions.zurichna.com/s3/Impairment-Reporting>
- Click on the “Next” button at the bottom of the page to continue.
- Fill in the appropriate boxes
- Upon completing the form, the following print options are available:

a) To print the report as shown, go to the Menu Bar at the top of the screen, click on File, then Print.

b) To print the report on a single page (in English), click on the "Next" button at the bottom of the page to advance to the Preview page, then click on the "print" button.

c) Wait until the report is emailed to you to print it, as noted below.

If options A or C are selected, click on the "Next" button at the bottom of the page.

- Click the "Submit" button at the bottom of the page.
- A message will appear providing you an opportunity to report another impairment. Exit the system if you are finished.
- Confirmation of the impairment will be sent to your email address (and the additional contact).

#### C. Emergency Impairments

The requestor shall notify immediately, the following for all emergency fire system impairments:

##### Requestor will notify

- Environmental Health & Safety – 351-1149 or AVP FM – 351-2446
- Facilities Management Service Center – 351-2446
- UNC PD Communication Center – 351-2245
- Building Automation Systems (BAS) – 351-2446

##### Environmental Health & Safety or AVP FM will notify:

- Greeley Fire Department – 350-9510 or 350-9598
- Zurich Insurance – if greater than 72-hour impairment (see Section IV.B)

## V. System Impairment Requirements

- A. When a Fire Protection System (Listed in Section II) is impaired for testing, maintenance, repair or other reasons, the requestor working on the system shall fill out a Fire Protection Impairment Permit form (Appendix A). The requestor shall attach or post the approved permit at the fire alarm control panel.
- B. When a system is impaired, the Building Automation System (BAS) department shall be notified to deactivate the alarm system.
- C. All work on a fire system shall when possible, be continuous until the system is restored to operational status.
- D. UNC Hot Work Permit may be required when conducting hot work operations.

- E. Fire protection systems shall not be left disabled during off-business hours unless approved by the Director of EHS and/or AVP FM. If approved, a fire watch system plan will need to be implemented.

## **VI. System Restoration Requirements**

After completing the work, it is important to assure that the fire protection system has been properly restored. The following steps are required to assure the fire protection system has been restored:

- A. All affected components of the system shall be inspected and tested.
- B. All fire protection systems shall be mechanically secured when they are placed back in service (fire alarm system panels locked, fire sprinkler valves placed in their proper position).
- C. Place all alarms or detection devices back into service.
- D. Remove the Fire Protection Impairment Permit.
- E. The requestor will notify the following when the impairment is complete.
- Environmental Health & Safety – 351-1149 or AVP FM – 351-2446
  - Facilities Management Service Center – 351-2446
  - Building Automation Systems (BAS) – 351-2446
  - UNC PD Communication Center – 351-2245
  - Building Coordinator
- F. Return the completed Fire Protection Impairment Permit to the EHS Department.
- G. If Impairment is longer than 72 hours. Once the impairment is restored, use the second link in the confirmation email from Zurich to return to your impairment record to report the restoration. Enter the information, then click the “submit” button at the bottom of the form. Closeout of the system if you are finished or click on the link to enter another impairment.



# Fire Protection Impairment Permit

Requestor (Employee):	Requestor Phone Number:	Today's Date:
Building Name:		Location / Room #:
Contractor / Organization / Name:		Cell Phone #:

Reason for Impairment:	Work Order Number:
Requested Date of Impairment:	Requested Time of Impairment:
Requested Date System Restored:	Requested Time System Restored:

Fire Protection System Impaired (Check all that apply):

<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Detection System	<input type="checkbox"/> Automatic Sprinkler System
<input type="checkbox"/> Standpipe and Hose System	<input type="checkbox"/> Underground piping & control valves	<input type="checkbox"/> Fire Pumps
<input type="checkbox"/> Water Supply	<input type="checkbox"/> Special Suppression Systems	<input type="checkbox"/> Other _____

Comments:	
Authorized Signature:	Date:

Required Impairment Checklist:

<input type="checkbox"/> Notified EHS	<input type="checkbox"/> Notified UNCPD Comm. Center	<input type="checkbox"/> Notified BAS
<input type="checkbox"/> Hot Work Permit (If required)	<input type="checkbox"/> Fire Watch Established(if required)	<input type="checkbox"/> Remove Fire Alarm / Devices
<input type="checkbox"/> Impairment Permit Posted	<input type="checkbox"/> Lockout/Tagout Reviewed	<input type="checkbox"/> Hazardous Operations Stopped
<input type="checkbox"/> Lockout / Tagout Reviewed		

Actual Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person(s) Performing Work (Print Names): \_\_\_\_\_

\_\_\_\_\_

Required Restoration Checklist:

<input type="checkbox"/> Notified EHS	<input type="checkbox"/> Notified UNCPD Comm. Center	<input type="checkbox"/> Notified BAS
<input type="checkbox"/> Remove Fire Impairment Permit	<input type="checkbox"/> Building Coordinator	
<input type="checkbox"/> Activate Fire Alarm / Devices	<input type="checkbox"/> All mechanical devices in service (locked back in proper position)	

**PLACE PERMIT ON FIRE PANEL DURING IMPAIRMENT**

**SEND COMPLETED FORMS TO ENVIRONMENTAL HEALTH & SAFETY DEPT.**