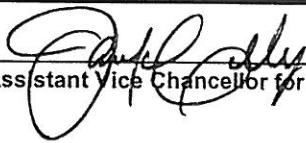


Approved: _____


Assistant Vice Chancellor for Facilities Operations

Scheduling a Fire Alarm Disconnect

Revised Date: 08/27/13

Purpose: To allow work to be performed in buildings where there is potential for the fire protection system to be put into an alarm condition and to provide adequate notification to building occupants of any such interruption.

Policy Owner: BM&O-Electronics Shop

Intent:

To prevent disruptions such as building evacuation and unnecessary emergency response from Campus Police, Fire Protection, and Raleigh Fire Department.

Procedure:

1. Facilities Division personnel and Facilities Liaisons are the only persons authorized to initiate a fire alarm disconnect request. Faculty or staff wishing to schedule a fire alarm disconnect must submit ALL disconnect requests through their Facilities Liaison.
2. To schedule a fire alarm disconnect, the following steps must be executed in the order shown below. Fire Alarm disconnects will be performed during the normal working hours of 7:30 am to 5:00 pm, Monday through Friday. Exceptions must receive prior approval from the Electronics Shop before submitting the request.
 - a. Submit a work order request via Facilities Operations' computerized maintenance management system (AiM) requesting a fire alarm disconnect. The request should include a reasonable description of the requested outage.
 - b. The Customer Service Center will provide requestor with a work order# to reference on the disconnect request form. If there is already a work order associated with the project, the requestor is to provide that number on the request for disconnect form.
 - c. Complete the Request for Utility Interruption and/or Fire Alarm Disconnect Form. Submit to the Electronics Shop via e-mail at efacmainppa@ncsu.edu.
3. All requests for fire alarm disconnects should be submitted to the Customer Service Center prior to 3:00 pm. Requests received after 3:00 pm will be considered submitted on the next business day. At the request of the Project Manager, exceptions to the notification requirements may be approved by the Assistant Vice Chancellor for Facilities Operations or their designee.
4. The Electronics Shop will investigate the request and e-mail NC State Fire Protection at firesafetyhelp@ncsu.edu informing them of the exact areas being disconnected and the duration of the disconnect. The Electronics Shop will also determine the minimum number of devices to deactivate and ensure that the Fire Alarm system will continue to report to the Campus 911 system during the outage.
5. Disconnects will be scheduled as follows, relative to the day they are approved by NC State Fire Protection.

Procedures
Scheduling a Fire Alarm Disconnect- Policy #803
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Fire Protection Approval	Day of Disconnect
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

6. Upon approving the disconnect request, NC State Fire Protection will e-mail the Customer Service Center with the specific disconnect information.
7. The Customer Service Center will notify the appropriate building occupants of the disconnect via e-mail. The CSC will also e-mail Campus Police, the Electronics Shop and the original initiator of the request confirmation that the disconnect has been scheduled. If the disconnect is an emergency or affects the entire building, occupants will be called as well.

Note: If at any point during the disconnect process one of the scheduling parties encounters a problem scheduling the requested disconnect, the initiator will be notified. Submission of a new fire alarm disconnect request may be necessary.