

**THE UNIVERSITY OF WESTERN ONTARIO  
PHYSICAL PLANT DEPARTMENT**

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| <b>POLICY:</b>   |  |   | <b>NUMBER:</b><br>WP-23              |
| FIRE ALARM SYSTEM MAINTENANCE &<br>SHUTDOWN COMMUNICATIONS |  |   | <b>Page</b> 1 of 2                   |
| <b>PREPARED BY:</b><br><br>A.W. ROWLEY                     | <b>AUTHORIZED BY:</b><br><br>A.W. ROWLEY | <b>CLASSIFICATION:</b><br><br>WORK PROCEDURES | <b>EFFECTIVE:</b><br>OCTOBER 1, 1992 |
|  |  |   | <b>SUPERSEDES:</b>                   |

PURPOSE:

To ensure that all necessary communications are carried out before working on any fire alarm system:

PROCEDURE:

(1) Before working on any fire alarm system, the mechanic is required to advise the University Police Department of the following information:

- ( i) The building affected;
- ( ii) The time that the work will begin;
- ( iii) The approximate time of completion;
- ( iv) The mechanic's name;
- ( v) Whether the system will be worked on without shutting it down or whether it will be partially or totally shut down.

(a) The University Police will then inform the Work Control Centre, the London Fire Department and the U.W.O. Fire Prevention Section of the work that is being done.

The Work Control Centre will inform the Building Caretaking Supervisor that the fire alarm system is down.

(b) When the work is to be performed in one of the following buildings, the mechanic is required to notify the appropriate customer representatives as well:

- ( i) Traditional Residences (Saugeen-Maitland Hall, Delaware Hall, Medway Hall, Sydenham Hall and Alumni House):

- ▶ Advise the Hall Clerk's Office. Where the shutdown of all or part of the system is contemplated, await approval of the Residence Manager or Acting Manager.

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( ii) Spencer Hall:

- ▶ Advise the Hall Clerk's Office. Where the shutdown of all or part of the system is contemplated, await approval of the Manager or Acting Manager.

(iii) Apartment Complexes (Bayfield Hall, Beaver Hall, Ausable Hall, Lambton Hall and Platt's Lane Estates):

- ▶ Advise the office during working hours.
- ▶ After hours, request that the U.P.D. obtains approval through the use of the Senior Duty Roster in their possession.

( iv) University Community Centre:

- ▶ Advise the office of the U.C.C. Director during office working hours.

( v) J. Gordon Thompson Building:

- ▶ Advise the Manager or Assistant Manager.

(2) After work is complete, repeat all steps in (1) above.

(3) Under normal circumstances, shutdowns of systems or partial systems will be scheduled in advance by the Work Control Centre using WP-21. When the shutdown is prescheduled, and before the shutdown of a system, or a part thereof, begins, ensure that the procedures in (1) above are also followed. Under emergency situations, ensure that the procedures in (1) above are followed.

(4) Under no circumstances will a building be abandoned by the mechanic performing the work. If it is necessary to leave the building, ensure that a floor walker, in radio contact with U.P.D., is on duty and that the people in (1)(a) and (1)(b) above are aware of this fact.