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Instructions for

**Obtaining**

**Fire Protection System**

**Daily Permits**

REVISION

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9	DCN3915	General updates for branding and formatting	September 2024	M. Kochan	J. Melino

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## 1. PURPOSE

The purpose of this document is to ensure:

- 1) All Albany NanoTech Complex (ANC) facility fire protection system(s) are returned to proper working condition after being placed in “Building Disable Mode” after testing, maintenance, modification, hot work, particulate (dust) generating activities, etc.
- 2) Testing and modifications are communicated and coordinated with the Facilities, Environmental Health and Safety (EHS) and Security Departments.
- 3) Testing is communicated with employees onsite to avoid confusion and false evacuations.
- 4) Work is performed in accordance with appropriate protocol to maintain fire protection system integrity.

## 2. SCOPE

A **Fire Protection System Daily Permit (CFM-00005-F1)** must be completed when the following conditions apply:

- 1) Work activities within the facility have the potential of affecting the fire protection systems (fire alarm and fire sprinkler) and their components including testing, modification and maintenance of the fire protection systems.
- 2) Anytime hot work activities will be carried out indoors or outdoors (alleys, rooftops, near air intakes, etc.) which could affect the fire protection systems (fire alarm and fire sprinkler) with hot work, dust generation, smoke generation, etc.
  - In addition, a **Hot Work Permit (EHS-00029-F1)** must be completed anytime an activity involves the use of an open flame or spark producing equipment.
- 3) Any time particulate generating work activities will be carried out indoors which could affect the fire alarm system. This includes construction, maintenance or other activities which will generate dust, smoke, particulate, etc. which could accidentally activate the fire alarm system. This includes work above ceilings where above ceiling space is a “return air plenum” such as NFE, NFS and CESTM.

These work instructions apply to all NY CREATES employees, tenant employees, contractors and sub-contractors that are engaged in work activities within the Albany NanoTech Complex.

### 3. DEFINITIONS

- 3.1 **Building Disable Mode:** Security disables horns and strobes per building based on the Fire Protection System Daily Permit

**NOTE:** While the term “disable” is used, the system is still detecting and will provide an alarm to FACP (Fire Alarm Control Panel) should an alarm condition be detected.

- 3.2 **Building Enable Mode:** Security re-enables horns and strobes per building at the end of the Fire Protection System Daily Permit

- 3.3 **“Company” on the Fire Protection System Daily Permit Form:** The company or group performing the work. This should list the subcontractor and contractor, if necessary (i.e. ABC Contractors, Inc. for XYZ Construction Management, Inc.)

- 3.4 **Fire Protection System:** Including but not limited to fire alarm systems, smoke detection systems, fire sprinkler systems, fire suppression systems, etc.

- 3.5 **Fire Protection System Operator:** The person responsible for placing the fire alarm system in “Building Disable Mode” and removing the fire alarm system from “Building Disable Mode” (Security Officer operating fire panel).

- 3.9 **Hot Work Activities:** Including, but not limited to, welding, cutting, brazing, burning, grinding and soldering operations

- 3.10 **Impairment:** Rendering a fire protection system in-operable, either the whole or in part. Examples include isolating water flow to a fire sprinkler system, draining a portion of a fire sprinkler system, disconnecting smoke detectors, etc.

- 3.6 **Maintenance:** Removing the system from normal operating status to repair, inspect or perform other functions

- 3.7 **Modification:**
- 1) Disconnection of any fire alarm or fire sprinkler system device – even if temporarily
  - 2) Addition of system components or devices
  - 3) Replacement of system components or devices
  - 4) Relocation of system components or devices
- 3.8 **Monitoring Service:** Service provider monitoring the Fire Alarm System for the Albany NanoTech Complex
- 1) **Online:** Monitoring service is actively monitoring (Fire Department will be notified automatically)
  - 2) **Offline:** Monitoring service is NOT actively monitoring (Fire Department will NOT be notified automatically)
- 3.11 **Particulate Generating Activities:** Including but not limited to demolition, sanding, grinding, etc. Also, any activity above suspended ceilings generating dust which could be drawn into HVAC return air systems and activate detectors such as wire/cable pulling.
- 3.12 **“Requestor” on the Fire Protection System Daily Permit Form:** The person on site performing the work listed on the permit. The phone number listed on the permit must be a cell phone number where the ‘Requestor’ can be reached, not an office number.
- 3.13 **Testing:**
- 1) Fire Alarm Testing (semi-annual, annual or after system modification)
  - 2) Fire Sprinkler Testing (quarterly, semi-annual, annual or after system modification)
- 3.14 **“Work Sponsor” on the Fire Protection System Daily Permit Form:** The person the work is being performed for – firm and name to be listed on the permit. This person must be a NY CREATES employee or tenant employee.

## 4. RESPONSIBILITIES

Compliance with this procedure is the responsibility of the contractor, tenant, or NY CREATES employee responsible for the fire protection system work.

## 5. ASSOCIATED DOCUMENTS

- 5.1 **CFM-00004** Obtaining Work Authorization Permits
- 5.2 **CFM-00004-F1** Work Authorization Permit
- 5.3 **CFM-00005-F1** Fire Protection System Daily Permit
- 5.4 **CFM-00009** Obtaining Fire Protection System Modification Permits
- 5.5 **CFM-00009-F1** Fire Protection System Modification Permit
- 5.6 **EHS-00029-F1** Hot Work Permit

## 6. PROCEDURE

### 6.1 Fire Protection System Daily Permits

- 1) The **Fire Protection System Daily Permit** form shall be completed and attached to a **Work Authorization Permit** form when submitting the work permit for approval. Provide two (2) copies of the permit form for each shift (10-hour period maximum) of the work. One copy of the permit will be retained by the Fire Protection\_System Operator. The other copy will be returned with the Work Authorization Permit.
- 2) **Fire Protection System Daily Permits** generally shall be submitted three (3) days prior to the start of the work – similar to Work Authorization Permits. However, Fire Protection System Daily Permits which include a “System Impairment” shall be submitted seven (7) calendar days prior to the start of work. This is to allow adequate time to review the affected work area, potential impacts to operations, coordination of fire watches, etc.
- 3) One (1) Fire Protection System Daily Permit form (2 copies each) shall be submitted for each building impacted by the work.
- 4) Prior to the start of the work activities, the Requestor shall contact the Security Control Center (SCC) at 518-956-7082. Verbal confirmation shall be received (by requestor) from the Fire Protection System Operator the fire alarm system has been placed in ‘Building Disable Mode’ and the work covered in the work authorization permit can commence.
- 5) Upon completion of the work activities, the Requestor shall contact the SCC and notified them of completion of work activities.

- 6) The Fire Protection System Operator shall verify if the building fire alarm system is in "Building Disable Mode" for any other work activities.
  - If **Yes**: Complete form and leave fire alarm system in "Building Disable Mode."
  - If **No**: Fire Protection System Operator shall remove the fire alarm system from "Building Disable Mode," returning it to normal operation, "Building Enable Mode."
- 7) If, at the end of the ten (10) hour time limit on the Fire Protection System Daily Permit, the SCC and/or the Fire Protection System Operator has not been contacted by the Requestor, the fire alarm system shall be removed from "Building Disable Mode", returning it to normal operating condition, "Building Enable Mode."
- 8) The Fire Protection System Operator shall confirm completion of the work activities, and then confirm Part 2 of the permit has been accurately completed.
- 9) The Fire Protection System Operator shall provide a copy of the completed permit for record in the Facility archive.
- 10) The covering of smoke detection devices to prevent activation is prohibited. Smoke detectors may not be covered with preformed covers, rubber gloves, plastic bags, etc.

## 7. RECORDS

Completed Fire Protection System Daily Permits shall be kept on file by the Fire Protection System Operator for at least ten (10) years.