COLUMBIA UNIVERSITY
ENVIRONMENTAL HEALTH & SAFETY

Policy and Procedure
Notice For Shut-Down of Fire Protection Systems

Policy: To ensure the correct and coordinated shut-down and/or deactivation of fire alarm devices for the purpose of construction and/or maintenance and to reduce the total number of “unwarranted” and “unnecessary” fire alarms in the CUMC buildings, as defined in accordance with the RCNY Titles 3-5, Chapter 17-06:

Applicability: This policy and procedure shall apply to all contractors, project managers, facilities operations and Environmental Health & Safety of both CUMC and NYPH (when applicable).

Procedure: When it is necessary to place the fire protection system(s) out of service, the following departments must be informed at least two work days (48 hours) prior to the shut-down.

1. Fire Safety (Environmental Health & Safety)
2. Public Safety
3. Facilities Management
4. Design and Construction

A separate notice shall be forwarded for each day and job requested (may be done in a weekly format). Form attached for outside contractors

The request for” shutdown” shall be on the individual contractor letterhead or attached form. An e-mail submitted to the Fire Safety Officer and Public Safety by the Project Manager may be substituted for the contractor letterhead for CUMC contractors.

Date of completion (if known) should also be stated. If not known, then forward memo or e-mail when work is completed in order to restore fire protection.

A shutdown of a sprinkler or standpipe system requires that the fire department be notified in order that surrounding fire companies are notified. A shutdown of these systems changes fire department operating procedures.

CUMC EH&S - Fire Safety:
e-mail: cumcfire@columbia.edu
Fax: 212.795.5847
Tel.: 212.305.6780

**In the event of an emergency shutdown, contact Fire Safety at 212.305.6780 or contact Public Safety at 212.305.7979**

Responsibility: It is the responsibility of Capital Projects, Facilities Operations and the EH&S Fire Safety Officer or designee, to ensure this policy is adhered to.
Columbia University
Environmental Health & Safety

Notice for Shut-Down of Fire Protection Systems Form

Contractor Name: ___________________________________________________

Address: __________________________________________________________

Phone: __________________________ Cell: _____________________________

Emergency Contact: ____________________________

Phone #: __________________________________________________________

Start Date: ________________________ Start Time: _______________________

End Date: __________________________ End Time: _______________________

Area of Work: ______________________________________________________

Type of Work: ______________________________________________________

Permits required: __________________________________________________

Project Manager: _________________________________________________

Contact number: __________________________________________________

Detail information of work to be performed
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

A notification to Fire Safety and Facilities Operations is required when work is completed prior to any restoration of systems.

Fire Safety – 212.305.6780
Facilities Operations – 212.305.7367

_________________________________________________________________

Name/Signature