POLICY FOR SPRINKLER SYSTEM SHUT DOWN

Purpose: To provide for consistent procedure for shut down and refill of the automatic fire sprinkler systems in Medical Center facilities.

Policy: The attached procedure is to be followed in all planned and emergency sprinkler system shutdowns. The VUMC Plumbing Shop is the only shop authorized to shut down VUMC facility automatic sprinkler systems.

Responsibility: It is the responsibility of the Plumbing Shop Manager to see that the procedure is followed and that the form is maintained in a permanent record. It is the responsibility of all mechanics to attach the tagout tags whenever emergency or off hour shutdowns are required.

PROCEDURE FOR SHUT DOWN AND REFILL SPRINKLER SYSTEM

1. Fill out outage notification forms.
2. Notify Delta 1000 and Medical Center Safety Officer.
3. Locate proper valves for area to be shut down.
4. Close main valve or zone valve.
5. Open valves to drain down system.
6. Proceed with work to be done.
7. Mechanic double check all drain down valves to ensure they are closed.
8. Notify Delta 1000 Operators system is ready to turn on.
9. Open main valve or zone valve slowly after completing final valve inspection.
10. If main riser was shut down after refill, all air should be bled out.
11. Check fire pump and jockey pump to make sure they are not running and that all gauges read normal.
12. Return Red Tag receipt to Plumbing Shop

References: None