POLICY FOR MODIFICATIONS TO ANY VUMC FIRE ALARM SYSTEM

Purpose: To establish a uniform policy for making modifications to any VUMC fire alarm system in the interest of (1) ensuring fire alarm inventory accuracy, (2) reducing the number of troubles and supervisory alarms caused by modifications to the system, and (3) ensure that appropriate and timely preventive maintenance is performed on the entire fire alarm system.

Definitions:

1. Construction Activities: Any activity in which an area of the medical center is being modified for any reason.
2. Repair Activities: Any activity in which a fire alarm component is being repaired or replaced due to a malfunction or obsolescence.
3. Maintenance Activities: Any activity in which planned, scheduled maintenance is being performed on any component of the fire alarm system.

Policy: Any construction, repair or maintenance activity that modifies any VUMC fire alarm system in any way must be performed by qualified staff or contractors under the direction of the fire alarm system original equipment manufacturer. Additionally, the following steps must be followed:

Construction Activities:
Anyone involved in new construction or renovation activity where any portion of a fire alarm system will be modified will do the following before the Plant Services SER shop will activate any overrides or notify our off site central station to disregard alarms.

1. Provide a stamped set of electrical drawings showing all fire alarm modifications or some form of documentation describing the scope of the project to the manager of the SER shop at least 2 weeks before the commencement of any work.
2. Provide a complete list of fire alarm devices to be added and/or deleted with point descriptors and system point addresses to the manager of the SER shop at least 2 weeks prior to the commencement of any work that would affect the fire alarm system.
3. Before beginning any work, ensure that the proper notification process as described in Plant Services Policy#41 has been completed in the time frames specified.
4. Before beginning any work, ensure that the procedures described in Plant Services Policy#42 has been competed in the time frames specified.
5. Once work has begun on any fire alarm system modifications, no new fire alarm devices of any type may be connected to any VUMC fire alarm system until they (1) are free of any system troubles, and (2) have been commissioned by the original equipment manufacturer (OEM) and inspected by the SER shop manager or his representative.

6. If connection to any VUMC fire alarm system is required to perform testing functions, this may not be done without clearance from the SER shop manager and the Delta Operations Center supervisor. All new programming, wiring, and devices being added to the fire alarm system must be fully functional and the fire alarm system must be free of construction related troubles before the contractor/installer leaves each day.

7. Before the final fire alarm installation is tested for the Authority Having Jurisdiction, a final, complete point listing with the final descriptor wording and point address of all initiating fire alarm devices and a list of locations for all audio/visual devices that were added or removed must be provided to the manager of the SER shop 48 hours prior to the final AHJ test.

8. It will be the responsibility of the SER Shop manager to communicate the final list to both the Delta Operations Center supervisor and the Plant Services PM Coordinator within 24 hours of receiving the list.

9. It will be the responsibility of the PM Coordinator to insure that the work management system inventory is update within 10 business days of receipt of the list.

**Repair or Modification Activities:**

Anyone performing repair activity where any portion of a fire alarm system will be modified will do the following before the Plant Services SER shop will activate any overrides or notify our off site central station to disregard alarms.

1. For routine repairs (where Interim Life Safety Measures are not required), the fire alarm contractor must provide a complete list of fire alarm devices to be added and/or deleted with point descriptors, system point addresses, and exact locations of any audio/visual devices to the manager of the SER shop at least 24 hours prior to the commencement of any work.

2. For emergency repairs (where the Interim Life Safety Measures are required), notification of the SER manager prior to the commencement of work is all that is required.

3. Before beginning any work, ensure that the proper notification process as described in Plant Services Policy#41 has been completed in the time frames specified.

4. Before beginning any work, ensure that the procedures described in Plant Services Policy#42 has been competed in the time frames specified.
5. Once work has begun on any fire alarm system modifications, no new fire alarm devices of any type may remain connected to any VUMC fire alarm system after the end of the installers workday unless they (1) are free of any system troubles, and (2) have been commissioned by the original equipment manufacturer (OEM) and inspected by the SER shop manager or his representative.

6. If connection to any VUMC fire alarm system is required to perform testing functions, this may not be done without clearance from the SER shop manager and the Delta Operations Center supervisor.

7. It will be the responsibility of the SER Shop manager to communicate the final list to both the Delta Operations Center supervisor and the Plant Services PM Coordinator within 24 hours of receiving the list.

8. It will be the responsibility of the PM Coordinator to insure that the work management system inventory is update within 10 business days of receipt of the list.

Preventive Maintenance Activities:
Anyone performing preventive maintenance activities where any portion of a fire alarm system will be modified will treat those modifications in the same manner as a Repair Activity described above.

Responsibility: It is the responsibility of each shop manager, department representative, contractor, etc., to ensure compliance with this policy.

References: None