PURPOSE OF THE PROCEDURE
Impairment of a fire protection system can occur because of accidental damage, a planned building renovation or alteration, new construction and/or routine or emergency maintenance. To establish a procedure to comply with the requirements of the NYC Fire Code upon impairment of a fire protection system.

WHO NEEDS TO KNOW THIS PROCEDURE
All New York University academic, commercial and residential facilities.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety
Establish procedures in accordance with the NYC Fire Code & the Rules for the City of New York upon impairment of a fire protection system.

Directors or Department Chairs

Facilities Manager, Department Manager, Construction Manager and Supervisors
Ensure that implementation of required fire watch has been established whenever a fire protection system has been impaired.

The Facility Manager or Project Manager shall be responsible for providing the required fire watch for any fire protection system impairments associated with their respective operations. Project managers shall ensure that no fire protection system is impaired without notification and approval of the facility manager.

PROCEDURE DEFINITIONS

FIRE PROTECTION SYSTEM:
Approved devices, equipment and systems or combinations of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof, including fire extinguishing systems, fire alarm systems, sprinkler systems and standpipe systems.
UNIVERSITY PROCEDURE

Policy and General Information

1. In any occupancy, where a required fire protection system is out of service, a fire watch shall be maintained. Fire watch can be maintained by one or more persons holding an F-01 or F-32 or F-36 or F-91 certificate of fitness for fire guard. The fire guard(s) is/are required to be immediately available when the system is out-of-service with the following exception:

2. For the initial 4 hours of an unplanned and planned out of service condition when the affected area does not exceed 50,000 square feet, the impairment coordinator or a trained and knowledgeable person who is capable of performing fire watch duties and is designated by the building owner may perform the duties of the fire watch.

3. The impairment coordinator or a trained and knowledgeable person designated by the building owner should begin conducting a fire watch in the area where the fire protection systems are out-of-service.

4. After 4 hours of an out of service condition, such patrols shall only be conducted by fire guards holding the F-01 certificate of fitness or a valid F-32/F-36/F-91 certificate of fitness.

5. The number of fire guards depends on the location and the size of the area affected by the out-of-service fire protection system. A fire guard should be available to patrol all areas in which the fire protection system is out of service at least once every hour.

6. No individual fire guard should patrol more than 50,000 square feet of building floor area. If coverage area is over 50,000 sq. ft. more than 1 fire guard should be assigned. The recommended coverage for doing the fire watch is summarized in the table below.

<table>
<thead>
<tr>
<th>Planned or Unplanned</th>
<th>The initial 4 hours</th>
<th>&gt; 4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 50,000 ft²</td>
<td>A F-01/F-32/F-36/F-91 C of F holder or an Impairment coordinator <strong>or</strong> a trained and knowledgeable person</td>
<td>One F-01/F-32/F-36/F-91 C of F holder per 50,000 square feet</td>
</tr>
<tr>
<td>&gt; 50,000 ft²</td>
<td>One F-01/F-32/F-36/F-91 C of F holder</td>
<td></td>
</tr>
</tbody>
</table>

Duties should continue until the systems are restored to good working order.

7. Fire Guard Patrols
   a. Buildings and its parts that have out-of-service fire protection systems should be constantly checked. Every area of the building should be checked at least once every hour.

   b. The fire guards need to make regular inspections of the assigned area. They shall not be given any other responsibilities. The fire guard shall inspect for smoke and fire, and if found immediately contact the Fire Department.

   c. During the checks of the area, the fire guards should make sure there is no fire. This person should also ensure that egress routes, fire extinguishers, and fire alarm pull stations are available. If any problem is found, the fire guard must report it to facility manager or the responsible person immediately. The designated person will then make plans to have the defects corrected.
Impairment Notifications (Planned or Unplanned)

1. The following notifications shall be made any time that a fire protection system is impaired and again upon return of system to service.
   - NYC Fire Department – (212)-570-4300
   - AIG Global Property - (877) 705-7287
   - Building Occupants

2. If impairment of a fire protection system is required or occurs during normal business hours, Facilities and Construction Management shall notify the Environmental Health and Safety Department (EH&S) and the Public Safety Department of the impairment. Notification shall include a description of the impairment, its location, and the estimated duration of the impairment.

3. If impairment will last longer than 8 hours or occurs outside of normal working hours, the facility or project manager shall ensure that certified fire guards are provided. If necessary the facility or project manager will request that the Public Safety Department provide a fire watch in the location of the impairment.

4. Impairment Occurring Outside of Normal Business Hours (Monday through Friday after 5:00 PM, weekends and holidays).

5. If an unplanned impairment of a fire protection system occurs outside of normal business hours, the Building Engineer on duty shall notify the Public Safety Department and Facilities and Construction Management (FCM) of the impairment. The building engineer on duty shall request that Public Safety provide a certified fire guard in accordance with the procedures outlined in section 1.2.

6. Building Engineer shall notify the Central Station (if applicable) of the impairment.

7. During the impairment, Facilities Management shall restrict cutting and welding operations in the building area(s) affected by the impairment.

8. If fire protection system is impaired, the impaired system components shall be tagged & identified in accordance with the requirements of the fire code.

Record Keeping (Fire Rule901-04(d)(11))

1. Impairments of a fire protection system must be recorded in the appropriate system log book.

2. The fire watch person or fire guard shall maintain a separate record of inspections conducted during the period of system impairment. The daily written record must be signed by the fire watch person or fire guard. The following items should be logged:
   a. date, time & number of inspections completed;
   b. defects found;
   c. violations that have been found, and
   d. date, name & and signature of fire watch person or fire guard. Additionally a fire guard shall include their Certificate of Fitness number.

System Restoration

1. Prior to termination of the fire watch, the Facility or Project Manager ensure that the fire protection system is fully operational and shall notify the Central Station (if applicable).
   a. If sprinkler or standpipe system was impaired, Facility or Project Manager shall confirm that all
control valves are in the normal operation position.
b. Project Managers shall notify Facility Managers when fire protection systems have been restored to service.
c. Facilities Management shall notify the Central Station of the return to normal operation.

2. When the fire protection system has been returned to normal operation, the Project Manager (if the impairment was due to a renovation) or Facilities Management (if the impairment was due to a maintenance issue) shall notify the EHS Department and the Public Safety Department.

3. The Facility or Project Manager shall make all required notifications upon return of a fire protection to service.

NYC Fire Department – (212)-570-4300
AIG Global Property - (877) 705-7287
Building Occupants

**Training**

1. EHS will provide periodic training on key building fire safety issues.

**RELATED POLICIES**
NYU Fire and Life Safety Policy

**RELEVANT RESOURCES**
NYC Fire Code
Rules for the City of New York
S-12 Certificate of Fitness
S-13 Certificate of Fitness
S-95 Certificate of Fitness