

FO&M/EHS #10I

Advance Notification SOP

Purpose: To ensure that the Fire & Life Safety Manager and Electronics Shop personnel have advance notification from any group (i.e. Contractors, Planning Design and Construction, Engineering) regarding life safety walk-through, inspections or acceptance tests (i.e. Certificate of Occupancy, sprinklers, fire alarms) involving the Hanover Fire Department.

Scope: This procedure applies to all College owned and privately owned affiliated buildings.

Responsibilities:

- A. Contractors, Planning Design and Construction, Engineering or any other group who is completing life safety work that needs final approval/inspection by the AHJ, must contact the Fire & Life Safety Manager, the Electronics Shop and Hanover Fire Department to schedule the work.
- B. Electronics Shop personnel must be present at all inspections/tests/etc that involve life safety.
- C. Fire & Life Safety Manager will assist in scheduling Electronics Shop personnel.

Procedure:

1. All life safety inspections, tests, walk-through, certificate of occupancies will be scheduled by notifying the Fire & Life Safety Manager and the Electronics Shop supervisor AT LEAST ONE WEEK in advance.
 - a. Notification may be in the form of a phone call or email.
2. The Fire & Life Safety Manager and Electronics Shop supervisor will determine when the life safety work will be scheduled. Every effort will be made to schedule the work as needed, but the Electronics Shop has several customers across campus for whom we have already scheduled time.
3. Once a date and time have been determined, it will be confirmed with the requesting party and the Hanover Fire Department.

4. Requests for Electronics Shop presents at events with LESS THAN ONE WEEK NOTICE, CAN AND WILL BE REFUSED.
 - a. If refused, you must reschedule for a later date.
 - b. The Hanover Fire Department will not conduct a life safety inspection/test, etc. without Electronics Shop personnel present.

5. At the completion of the inspection/test a copy of all paperwork will be filed with the College representative and the Fire & Life Safety Manager. Examples:
 - a. Acceptance test for fire alarm
 - i. "As-built" drawings
 - ii. Copy of software and version
 - iii. List of devices, their addresses and locations
 - iv. Operators manual
 - v. Record of Completion/Acceptance
 - vi. Any modification documentation
 - b. Acceptance test for sprinklers
 - i. "As-built" drawings
 - ii. Contractors Material and Test Certificate/Acceptance
 - iii. Hydraulic calculations
 - iv. Device manufacturer data sheets
 - v. Any modification documentation

Jason Angell, Fire and Life Safety Manager

Frank Roberts, Director of Operations FO&M

December 9, 2010