

**To shutdown a fire alarm panel for maintenance or construction the following procedures shall be followed:**

- The appropriate building engineer and/or electrician shall inform the University's Environmental Health and Safety Office and facility manager if the fire alarm will be impaired for greater than eight hours;
- The electrician shall notify the University Police and appropriate monitoring station (Central Station or City of Chicago's Fire Alarm Office) to inform them of the fire detection system impairment;
- The electrician shall deactivate the fire alarm and the city tie;
- The responsible party requesting the shutdown of the fire alarm system shall implement a fire watch for the building or affected zones during the time in which the fire alarm is impaired;
- After completion of the work, the electrician shall restore all fire detection back into automatic service;
- The electrical shall reset the fire alarm system in normal operation condition;
- The electrician shall notify the University Police to inform them of the reactivation of the fire detection system;
- The electrician shall notify the applicable monitoring station (Central Station or City of Chicago's Fire Alarm Office) to inform them of the reactivation of the fire detection system; and
- The electrician shall notify Environmental Health and Safety that the system has been restored for shutdowns in excess of eight hours.