

The University of Chicago Medical Center

POLICY NAME: INTERIM LIFE SAFETY MEASURES, FIRE SYSTEM IMPAIRMENTS,
AND FIRE WATCH
POLICY NUMBER: S06-10
ISSUE DATE: FEBRUARY 10, 2004
REVISED DATE: MAY 10, 2017
REVIEW DATE: MAY 10, 2017

PURPOSE:

The University of Chicago Medical Center (UCM) is committed to providing and maintaining a fire safe environment for patients, visitors and staff. This policy provides the process for reporting, evaluating and implementing appropriate Interim Life Safety Measures (ILSM) for building life safety system impairments caused by maintenance, renovation, construction activities or deficiencies identified by internal processes or regulatory agency surveys/inspections that cannot be immediately corrected. Interim Life Safety Measures to temporarily compensate for deficiencies or impairments to the building life safety systems could include, but not limited to, the following measures:

1. Fire Watch initiated when the fire alarm system is out of service more than 4 out of 24 hours or a sprinkler system is out of service for more than 10 hours in a 24-hour period in an occupied building.
2. Signage posted identifying the location of alternative exits to all occupants effective when the means of exit egress is compromised.
3. Provide additional firefighting equipment, such as portable fire extinguishers.
4. Provide temporary, but equivalent fire alarm and detection systems when the fire system is impaired.
5. Inspect, test and document temporary fire alarm and detection systems monthly to maintain fire safety.
6. Use of temporary construction partitions that are smoke-tight, or made of non-combustible or limited combustible material that will not contribute to the development or spread of fire.
7. Inspection process implemented in the affected area(s) to observe compliance with life safety codes, such as exit egress, and required interim life safety measures. Including increased surveillance of buildings, grounds and equipment, giving special attention to construction areas, storage, excavation, and field offices, if applicable.
8. Enforce storage, housekeeping, and debris-removal practices that reduce the buildings flammable and combustible fire load to the lowest level feasible.
9. Provide additional training to those who work in UCM on the use of firefighting equipment.
10. Conduct one additional fire drill per quarter in areas affected to improve preparedness.
11. Provide education to promote awareness of building deficiencies, construction hazards, and temporary measures implemented to maintain fire safety and compensate for impaired structural or compartmental fire safety features.
12. Maintain and unobstructed access to buildings for Emergency Medical Services and Fire Department.

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SCOPE:

The policy applies to the following UCM & BSD Buildings:

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- Abbott
- Armor
- Billings
- Center for Care and Discovery (CCD)
- CLI
- Comer Children's Hospital (Comer I)
- Comer Emergency Department (Comer II)
- Duchossois Center for Advanced Medicine (DCAM)
- FMI
- Gilman Smith
- Goldblatt Pavilion
- Hick-McElwee
- MARP
- Mitchell
- MRI
- Peck
- Rubloff
- Surgery Brain
- Wyler

ILSM Risk Assessments **are not required** for the following BSD buildings, but per NFPA codes Fire Watch is required when the Fire Alarm and/or Sprinkler System is impaired as defined in this policy:

- BSLC (Biological Sciences Learning Center)
- Cummings
- KCBD (Knapp Center For Biological Discovery)

DEFINITIONS:

Building Life Safety System – Any interior building element designed to detect, alarm, protect and evacuate the building population in emergencies, including fires and less critical events, such as power failures.

Life Safety Feature – A single component of the Building Life Safety System. These may include fire/smoke compartments, means of egress, exit signage, fire detection system components, fire alarm system components and/or a fire sprinkler and suppression system components.

Life Safety Deficiency/Impairment – Any deficiency that impairs a Building Life Safety System that would decrease or eliminate the protection and life safety of the building occupants. These may include deficiencies in fire compartments, means of egress, exit signage, fire detection system/component, fire alarm system/component and/or fire suppression system/component.

Interim Life Safety Risk Assessment – An evaluation of the effect any construction, renovation or alteration activities will have on the Building Life Safety System, occupants and the required

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measures to insure continued and equivalent protection to the building occupants during such activities.

Interim Life Safety Measures – Measures implemented to ensure an equivalent level of protection is provided to the building occupants when construction, alteration, or renovation activities temporarily impair a Building Life Safety Feature. May also be used during the time between the identification of an impairment and the PFI (plan for improvement) project completion.

Fire Watch – Is a temporary process of physically patrolling in an area that has an impaired automatic fire alarm system, fire suppression systems or an area where hot work is being performed to observe and correct life safety deficiencies and initiate fire response should a fire occur during the impairment. Personnel assigned to fire watch cannot be assigned to any other duties

Hot Work – Any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing.

Plan for Improvement (PFI) – A corrective action plan required when life safety deficiencies are or self-identified that cannot be corrected within 60 days.

Pre-Construction Risk Assessment (PCRA) – A process to identify potential risks that could arise from these activities and to develop risk mitigation strategies to minimize these risks. Risk include, but not limited to; life safety code deficiencies, Infection Control issues associated with air quality and pressurization, utility interruptions/impacts, noise, vibration, housekeeping and other safety hazards.

Survey-Related Plan for Improvement (SPFI) – A corrective action plan required by The Joint Commission to address life safety deficiencies identified during the accreditation survey process that result in a Requirement for Improvement (RFI). RFI's are required to be corrected within 60 days or a Time Limited Waiver is required to request additional time for correction.

Time Limited Waiver (TLW) – Is the Center of Medicare and Medicaid (CMS) process for organization's seeking additional time to complete a physical environment (EC or LS) Requirement for Improvement (RFI) outside of the 60 days provided evidence of standards compliance (ESC) allotted time or for Equivalency of an RFI Life Safety Code® deficiency that cannot be corrected without major construction. This would include self-identified and/or survey related life safety deficiencies.

Worksite – A place(s) as defined in the Contract where the Contractor, Sub-Contractor and their employees are required to perform the task(s) specified in the Contract.

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PROCEDURES:

A. Pre-Construction Risk Assessment

Prior to construction responsible Project Managers will conduct a pre-construction risk assessment meeting that includes representatives from the Contractor, Plant Operations, Environmental Health & Safety, Infection Control and Environmental Services. A representative from the Design Team may also be invited to attend. The purpose of the meeting is to discuss, assess and evaluate risk factors associated with the project that could potentially impact the safety of patients, visitors and staff. EHS will complete the Pre-Construction Risk Assessment (PCRA) using the ATG Online PCRA System (www.atginc.com) to document risk factors and mitigation measures that will be required during the project to maintain a safe environment of care. The PCRA will include, but not limited to an assessment of the following:

1. Life Safety
2. Utility Interruptions / Shutdowns
3. Noise and Vibration
4. General Safety Hazards / OSHA
5. Environmental Hazards
6. Infection Control

A copy of the completed PCRA will be provided by the Environmental Health and Safety Department to the General Contractor and responsible Project Manager. The PCRA will serve as a reference document for required safety measures that will need to be addressed during the planning and construction phase of the project as well as determine the requirement for an Infection Control Risk Assessment and/or ILSM Risk Assessment.

See Appendix A – Pre-Construction Risk Assessment (PCRA) Matrix

B. Interim Life Safety Risk Assessment – Construction Projects

If the PCRA indicates that an ILSM Risk Assessment is required the Project Manager and/or the department representative responsible for the project or work being performed shall be required to comply with the following:

1. Prior to a construction or maintenance project that may involve an impairment of any life safety system (including but not limited to egress, sprinklers, alarms, detection, walls, slabs, ceilings, floors, doors) a ILSM risk assessment shall be completed by the person responsible for the construction or maintenance project using the ATG Online Permit System (www.atginc.com). Additional information such as a drawing or scope detail should be included as an attachment to the electronic record. *Note: Contractors are not currently given access to this system.*
2. If the project has multiple phases or is expected to be of long duration, additional separate ILSM permits are to be completed for the project as the impairment of life safety system may change throughout the life of the project.

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3. ILSM Assessments submitted via the ATG Online Permit System will be reviewed and approved by the Environmental Health & Safety Department. Allow at least ten (10) working days for EHS to complete the review/approval process.
4. Subsequent to approval by the Environmental Health & Safety Department an ILSM Plan listing required life safety measures will be issued to the responsible Project Manager.
5. The Project Manager will be responsible for reviewing the ILSM Plan and implemented the required interim life safety measure(s) prior to starting project activity at the Worksite.
6. A copy of the ILSM Plan shall be posted outside the main entrance of the Worksite.
7. When noted in the ILSM Plan, the Project Manager is responsible for conducting awareness training in the adjacent areas to promote awareness of building deficiencies, construction hazards and ILSM measure(s) that will be implemented during the project. Awareness training will be documented using Appendix D – Interim Life Safety Awareness Acknowledgement Form. The Project Manager will be responsible for scanning, uploading and attaching all completed Awareness Acknowledgement Forms to the appropriate project in the ATG System.
8. When noted in the ILSM Plan, the Project Manager is responsible for conducting a Daily Inspection using Appendix E – ILSM Daily Inspection Form during active construction days. The inspection will include, but limited to, verifying compliance with required ILSM measures and other general safety requirements. *Note: Worksite Safety Inspections may be may be delegated to the contractor on large projects if the contractor provides qualified personnel for performing this requirement, such as, a Contractor Safety Officer. The delegation of this assignment should be confirmed and approved by the person responsible for the project, i.e., Project Manager.*
9. The ILSM Daily Inspection Form shall be posted at the main entrance of the Worksite with the ILSM plan.
10. Safety rounds will be conducted at least monthly by the Environmental Health and Safety Department for all active projects requiring ILSM's. Compliance with required ILSM's will be evaluated and completed ILSM Daily Inspection Rounds Forms will be collected during this rounding process.
11. The Environmental Health and Safety Department will be responsible for scanning, uploading and attaching all completed ILSM Daily Inspection Forms to the appropriate project in the ATG System.
12. Any modifications, additions or deletions of any life safety device, including but not limited to, heat detectors, smoke detectors, sprinklers, fire extinguishers, fire hoses, fire valves, fire doors, rated walls, evacuation routes will be communicated to the Plant Operations and the Environmental Health & Safety Department. Updates for the changes will be sent by the Project Manager to ATG via Space Planning for incorporation into the Life Safety drawings.
13. When the use of a space changes or for new construction, the purchasing of new extinguishers is the responsibility of the Project. For spaces that do not change use, such as minor renovations, the Environmental Health & Safety Department will supply the extinguishers.
14. Any penetrations created by the Project will be filled with approved 3M Fire stopping material or systems. Fire stopping shall be performed in accordance with applicable NFPA standards by UCM's approved sole source certified fire-stopping contractor.

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15. All life safety devices listed above will be installed and fire rated according to code.

The Environmental Health & Safety Department will be responsible for the following:

1. Participate in pre-construction meetings to identify risks associated with project activities and define the appropriate measures needed to maintain a safe environment for patients, visitors and staff.
2. Evaluate submitted ATG Online ILSM Permits, specify required ILSM measures and provide ILSM Plans based on the information provided by the responsible Project Manager. Appendix B – ILSM Matrix - Projects will be used to determine what ILSM will be required for the project.
3. Provide orientation and annual continuing education for staff concerning ILSM and Fire Safety via UCM's online training system.
4. Review construction design documents for maintaining proper egress and temporary fire/smoke barriers.
5. Monitor compliance with ILSM measures and general safety requirements during construction.
6. Report ongoing ILSM compliance to the Institutional Safety and Environment of Care Committee at least quarterly.

C. Interim Life Safety Risk Assessments for Identified Life Safety Deficiencies

The Environmental Health and Safety Department will conduct an ILSM Risk Assessment for all life safety deficiencies identified via internal processes and or during regulatory compliance surveys using the ATG Online Permit System (www.atginc.com). Interim Life Safety Measures will be implemented in accordance with Appendix C – ILSM Matrix – Life Safety Deficiencies. All required interim life safety measures will be coordinated and/or implemented by the Environmental Health and Safety and/or Plant Operations Department. Documentation for this process will be maintained in the ATG System by the Environmental Health and Safety Department.

D. Life Safety Deficiency Plan for Improvement

1. UCM Self - Identified Life Safety Deficiencies

For buildings listed under the Joint Commission Statement of Conditions, life deficiencies identified by UCM processes that cannot be completed within 60 days, a Plan for Improvement (PFI) must be entered and a Time Limited Waiver submitted to the Center of Medicare and Medicaid Services (CMS) within 30 days from the date the deficiency is identified. The Time Limited Waiver (TLW) can only be submitted to CMS if completing the corrective action within 60 days from the date identified creates an unreasonable hardship upon UCM, but only if the Time Limited Waiver does not adversely affect the health and safety of the patients. The Director of Environmental Health & Safety Department or designee shall enter self-identified deficiencies that will require more than 60 days to correct into the Plant Operations work order system for tracking purposes. A corrective action plan to address the self-identified deficiency will

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be developed, including cost and target date for correction. The Director of Environmental Health and Safety or designee will submit for a TLC with the CMS for self-identified deficiencies that will require more than 60 days to correct in accordance with CMS guidelines. All associated documentation will be attached to the Work Order generated by the Plant Operations work order system.

2. Survey Related Life Safety Deficiencies

For buildings listed under the Joint Commission Statement of Conditions, life deficiencies identified during the Joint Commission Survey process that result in an Requirement for Improvement (RFI) a Survey-related Plan for Improvement (SPFI) must be entered in the UCM's electronic Statement of Condition (eSOC). If the SPFI corrective action plan cannot be completed within 60 days from the end of the survey and creates an unreasonable hardship, but does not adversely affect the health and safety of the patients, a Time Limited Waiver (TLW) must be entered on the UCM's electronic Statement of Condition (eSOC). The SPFI and TLW must be entered and a TLW submitted to the Center of Medicare and Medicaid Services (CMS) within 30 days from the date the deficiency is identified. Corrective actions are required to begin following the end of survey, and not be dependent on the TLW being approved. The Director of the Environmental Health & Safety Department or designee shall enter the information provided by the project manager into the UCM's electronic Statement of Condition (eSOC) to comply with applicable regulatory requirements and for tracking purposes.

C. Fire Alarm or Automatic Sprinkler System Impairment Request and Reporting

Fire alarm and sprinkler systems cannot be taken out of service or impaired simultaneously in the same zone at any time.

All fire system impairments should be scheduled at least 24 hours in advance with the Plant Operations Call Center and the Environmental Health and Safety Department.

Request for Fire alarm and sprinkler system impairments shall be reported in accordance with following requirements:

1. Contractors

- a. All Plant Operations Staff and/or Contractors will be required to complete a Utilities Shut-Down Request Form and submit the form to the Shutdown Coordinator located in the Plant Operations Sign Shop in the basement of Gilman Smith Room W-025. See Appendix F – Utilities Shutdown Request Form.
- b. Approved Utilities Shut-Down Request Forms will be immediately forwarded to the UCM Plant Operations Command Center by the Shutdown Coordinator.
- c. Information about these impairments/events is recorded in the Plant Operations Call Center.

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2. Plant Operations

- a. The Plant electricians call the Plant Operations Call Center with specific details related to the impairment
- b. Information about these impairments/events is recorded by the Plant Operations Call Center.

3. Regulatory Agency Notification

In the event of an emergency situation or work on any fire warning and protection system the UCM Plant Operations Call Center will notify the City of Chicago Fire Department, 911 Center, Current Insurance Carrier and the Environmental Health & Safety when any of the following impairments occur:

- a. More than 25% of a Fire Alarm System sub zone on 1 floor is impaired or non-operational for more than 4 hours in a 24 hour period.
- b. Fire Alarm Panel impaired or non-operational for more than 4 hours in a 24 hour period.
- c. More than 25% of Sprinkler sub-zone on 1 floor or standpipe affecting multiple areas is impaired or non-operational for more than 10 hours in 24 hour period. *Note: Draining a whole system should be avoided if the drainage can occur locally.*
- d. Fire Pump impairments or non-operational for more than 10 hours in a 24 hour period.

D. Fire Watch

Fire Watch shall be implemented and documented when project activities, routine maintenance/testing activities, and/or unplanned emergency events impair the fire alarm and/or sprinkler system in accordance with the following requirements:

1. When is a Fire Watch Required

The implementation of a Fire Watch will be required and maintained until work is completed and/or building life safety systems are restored for any of the following situations:

- a. More than 25% of any Fire Alarm System sub zone on one floor is impaired or non-operational for more than 4 hours in a 24 hour period.
- b. Fire Alarm Panel impaired or non-operational for more than 4 hours in a 24 hour period.
- c. More than 25% of a Sprinkler sub-zone on one floor or standpipe affecting multiple areas is impaired or non-operational for more than 10 hours in 24 hour period. *Note: Draining a whole system should be avoided if the drainage can occur locally.*
- d. Fire Pump impairments or non-operational for more than 10 hours in a 24 hour period.

Fire Watch is not required for impairments associated with routine maintenance and testing if impairments do not exceed the impairment criteria listed above. However, an

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informal fire watch is highly recommended by having one electrician located in the area impaired and another electrician located by the fire panel for the duration of the work. No documentation is required for an informal fire watch.

2. Fire Watch Procedure

In the event of a system impairment that requires a Fire Watch, the following procedures shall be implemented:

- a. Fire Watch shall be declared by the person and/or department responsible for the impairment.
- b. Notify the Plant Command Center and the Environmental Health and Safety via telephone or email a scanned and completed copy of Appendix G – Fire Watch Notification and Log, Part 1 – Fire Watch Notification.
- c. This should include the following information:
 - i. Date;
 - ii. Location Name and Address;
 - iii. System(s) impacted;
 - iv. Reason for Fire Watch;
 - v. Anticipated duration, if known; and
 - vi. Name and contact information.
- d. Determine the coverage needed to effectively perform the Fire Watch of impaired areas(s). *Note: Consult with Environmental Health and Safety for assistance.*
- e. Recruit and assign the appropriate number of personnel (Fire Watch Officers) to conduct the Fire Watch. *Note: The Public Safety Rover may be an option to fill this roll should fire watch personnel be needed on short notice. However, if they are not available, other staff (typically management staff) must be found for the fire watch in the impaired area until the impairment is corrected. Consult with Environmental Health and Safety for assistance.*
- f. Individuals assigned to Fire Watch duties are not to be permitted to perform any other duties during their watch assignment.
- g. Inform the assigned Fire Watch Officer(s) of their responsibilities, area(s), date(s), and time(s) they will provide Fire Watch coverage.
- h. Review Appendix G – Fire Watch Notification and Log, Part 2 with all assigned Fire Watch Officer(s) so they clearly understand their assigned to Fire Watch duties.
- i. Prior to implementing the Fire Watch all affected department managers (Plant, Project Managers, Safety, Public Safety, Nursing and other affected departments) should be notified of the Fire Watch. *Note: Email is the preferred method of communicating the implementation of a Fire Watch.*
- j. Prior to implementing the Fire Watch, Appendix H - Fire Watch Occupant Notification sign should be clearly posted in the impaired area(s).
- k. Fire Watch Officers shall conduct patrols of the affected area(s) every hour in accordance with the procedure listed on Appendix G – Fire Watch Notification and Log, Part 2 – Fire Watch Log.

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- l. All Fire Watch tour activities shall be documented by the assigned Fire Watch Officer(s) using Appendix G – Fire Watch Notification and Log, Part 2 - Fire Watch Log. All identified deficiencies will be documented on the checklist and corrected as soon as possible. Deficiencies that need to be corrected shall be communicated to the individual responsible for the fire watch to assist in coordinating resolution of the observed deficiency.
- m. When the impairment is addressed and/or system(s) restored to normal operation, fire watch activities may be discontinued.
- n. Fire Watch Officer(s) are required to submit their completed checklist(s) to the individual responsible for the fire watch.
- o. Project Managers are required to scan, upload and attach all completed Fire Watch documentation to the appropriate project in the ATG System.

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INTERPRETATION, IMPLEMENTATION, AND REVISION:

The Chairperson of the Life Safety Sub-committee or designee reviews this policy at least every three years or as needed to improve process and/or comply with regulatory requirements. The Life Safety Sub-committee shall report to the Institutional Safety and Environment of Care Committee on a quarterly basis. The Institutional Safety and Environment of Care Committee evaluates the Program at the end of each fiscal year.

APPENDICIES:

Appendix A – Pre-Construction Risk Assessment (PCRA) Matrix
Appendix B – ILSM Matrix – Projects
Appendix C – ILSM Matrix – Life Safety Deficiencies
Appendix D – Interim Life Safety Awareness Acknowledgement
Appendix E – ILSM Daily Inspection Form
Appendix F – Utilities Shutdown Request Form
Appendix G – Fire Watch Notification & Log
Appendix H – Fire Watch Occupant Notification

CROSS-REFERENCES:

The Joint Commission Life Safety Chapter	LS.10.02.01 EP 1-15
Center of Medicare & Medicaid Services	§482.41(b)(2)
National Fire Protection Association	NFPA 101-2012: 9.6.1.6; 9.7.6;
National Fire Protection Association	NFPA 25-2011: 15.5.2
Smoking Policy	A00-09
Fire Response	S05-10-06
Fire Safety	S06-20
Hot Work Precautions	S06-21

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<p>Appendix - A</p> <p>Pre-Construction Risk Assessment (PCRA) – Matrix</p> <p>Mitigation strategies to minimize risks associated with life safety systems, air quality and pressurization, utility interruptions/impacts, noise, vibration, housekeeping and other safety hazards.</p>	1. Complete ILSM Risk Assessment	2. Notify CFD and develop interim plan for maintaining building access for emergency services	3. Design areas to be rated and identified by signage in accordance with NFPA code	4. Coordinate firestopping with Preferred Provider	5. Complete Hot Work Permit Request prior to each hot work activity in accordance with ILSM Policy S06-10	6. Remove flammable liquids from Worksite at the end of each work day	7. Notify EHS and review work activities and requirements for paint spraying operations	8. Complete a Plant Shut-Down Request prior to each system impairment in accordance with ILSM Policy S06-10	9. Develop and implement a plan to minimize noise disruption	10. Provide EHS with the name and contact number for Safety Representative	11. Have Accessible PPE for Guest and signage entering the Worksite	12. Implement measures to eliminate exposure to ventilation systems serving occupied areas	13. Install UCM Approved Emergency Eyewash and Shower Devices	14. Notify EHS to registered X-ray, Laser, CT, or MRI devices with the State	15. Have Safety Data Sheets (SDS's) for chemicals and appropriate spill kits	16. Notify UCAN, Public Safety and EHS and develop interim plan	17. Notify EHS to coordinate testing and abatement of ACM and/or lead	18. Implement and maintain compliance with UCM Contractors Safety Handbook and applicable OSHA regulations
Life Safety																		
Are the project work activities in and/or adjacent to an area that provides patient care services?	X																	X
Will project activities modify, change and/or require temporary impairment of any Life Safety Code Building Systems? If YES , check system(s) that will be affected: - Fire Alarm - Fire Detection (Smoke or Heat) - Fire Suppression/Sprinkler - Fire and/or Smoke Doors - Fire and/or Smoke Walls - Means of Egress	X																	X
Will project activities obstruct access to emergency services, such as fire hydrants or Fire Department connections interior or exterior?	X	X																X
Will work modify or change structural attributes (slabs, exterior walls, windows, beams, columns)? If YES, please specify impact.	X																	X
Will the project be adding, relocating or deleting fire protection assets such as smoke or heat detectors, fire extinguishers?	X																	X
Is the project changing the hazard classification	X		X															X

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(Use Group) of the area.																			
Will project activities require the penetration of rated fire and/or smoke barriers walls, such as, HVAC, Plumbing, Electrical or IT services?	X			X															X
Will project activities affect required exit(s) or other means of egress?	X																		X
Will project activities require hot work, such as, Welding, Sweating, Cutting, and Grinding?					X														X
Will project activities obstruct access for emergency response personnel to the construction area?	X																		X
Will project activities require the storage of flammable solvents > 1 gallon be used?						X													X
Will project activities require any spray painting?							X												X
Utility Systems																			
Will project activities require any essential utilities to be interrupted or impaired in any area inside or outside the work area? If YES , check system(s) that will be affected: - Plumbing / Water Supply - Sewer Service - Normal Electrical Power								X											X

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<ul style="list-style-type: none"> - Emergency Electrical Power - HVAC - Oxygen - Medical Air - Medical Vacuum - Other (Specify) 																		
Noise & Vibration																		
Is the location of the project in area(s) that would likely be disruptive?									X									
Is the location of the project in area(s) that would be considered noise sensitive, such as, areas that provide patient treatment and/or services.									X									
Safety / OSHA																		
Will the project have a safety representative, Foreman or contact person on site during work hours?										X								X
Will construction area require hard hat, safety glasses and reflective vest to enter?											X							X
Will there be any lasers, X-Ray machines, CT, MRI, or other types of radiation as part of the new space?													X					X
Will the new space have hazardous areas that require the installation of emergency eye wash or													X					X

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showers?																			
Will hazardous materials or chemicals be used or stored within the project area?															X				X
Will project activities require any of the following in the work area? If YES , check all that apply: - Confined Space entry - Live Electrical work - Lock-Out Tag Out procedures - Excavation requiring protection - Scaffolding - Work requiring fall protection - Cranes and hoisting equipment																			X
Will project activities require a crane or helicopter lift?																	X		X
If YES , do project activities require lifting above the height of the buildings in the affected area?																	X		X
Environmental Hazards																			
Are there any potential contaminants and/or environmental hazards in the project area that will require testing, mitigation, removal or abatement? If YES , check all that apply: - Asbestos - Lead - Other (Specify)																		X	X

<p>Appendix - A</p> <p>Pre-Construction Risk Assessment (PCRA) – Matrix</p> <p>Mitigation strategies to minimize risks associated with life safety systems, air quality and pressurization, utility interruptions/impacts, noise, vibration, housekeeping and other safety hazards.</p>	1. Complete ILSM Risk Assessment	2. Notify CFD and develop interim plan for maintaining building access for emergency services	3. Design areas to be rated and identified by signage in accordance with NFPA code	4. Coordinate firestopping with Preferred Provider	5. Complete Hot Work Permit Request prior to each hot work activity in accordance with ILSM Policy S06-10	6. Remove flammable liquids from Worksite at the end of each work day	7. Notify EHS and review work activities and requirements for paint spraying operations	8. Complete a Plant Shut-Down Request prior to each system impairment in accordance with ILSM Policy S06-10	9. Develop and implement a plan to minimize noise disruption	10. Provide EHS with the name and contact number for Safety Representative	11. Have Accessible PPE for Guest and signage entering the Worksite	12. Implement measures to eliminate exposure to ventilation systems serving occupied areas	13. Install UCM Approved Emergency Eyewash and Shower Devices	14. Notify EHS to registered X-ray, Laser, CT, or MRI devices with the State	15. Have Safety Data Sheets (SDS's) for chemicals and appropriate spill kits	16. Notify UCAN, Public Safety and EHS and develop interim plan	17. Notify EHS to coordinate testing and abatement of ACM and/or lead	18. Implement and maintain compliance with UCM Contractors Safety Handbook and applicable OSHA regulations
Will project activities generate noxious fumes or unusual odors?												X						X

Appendix - B															
ILSM Matrix – Projects															
Life Safety System Impairments Resulting From Construction Activities, or Maintenance and Testing															
	1. Conduct Fire Watch when more than 25% of any Fire Alarm System sub zone on 1 floor is impaired for more than 4 hrs in a 24 hr period (ILSM Policy S06-10).	2. Conduct Fire Watch when more than 25% of any Sprinkler System sub zone on 1 floor is impaired for more than 10 hrs in a 24 hr period (ILSM Policy S06-10).	3. Provide alternate means of egress and post temporary exit signage	4. Provide temporary but equivalent fire alarm and detection system	5. Inspect, test and document temporary fire alarm and detections system(s) monthly	6. Provide additional fire extinguishers in construction area (Contractors Responsibility)	7. Construct and maintain temporary smoke tight fire resistant construction partition(s)	8. Conduct Daily ILSM inspections during work hours in accordance with ILSM Policy S06-10	9. Enforce storage, housekeeping and debris removal practices to reduce flammable & combustible fire load	10. Conduct 1 additional fire drill per shift per quarter in affected areas (EHS Responsibility)	11. Provide additional staff training on the use of firefighting equipment (EHS Responsibility)	12. Educate staff in adjacent areas to promote awareness of building deficiencies, construction hazards and ILSM in accordance with ILSM Policy S06-10	13. Provide training to staff to compensate for impaired structural or compartmental fire safety features	14. Notify affected emergency service agencies and implement alternative plan for unobstructed access	15. Post ILSM PLAN and Daily Inspection Form at Worksite main entrance
Egress Restrictions															
Will project activities alter, block, and/or restrict access to a required exit stairwell(s) or exit discharge?			X			X		X	X	X		X	X		X
Will project activities alter, block and/or increase travel distance to a required exit?			X			X		X	X	X		X	X		X
Will project activities prevent access to two remote or alternate exits?			X					X	X	X		X	X		X
Impaired Fire / Smoke Barriers															
Will project activities modify or remove any smoke and/or rated fire doors?						X	X	X	X	X		X			X
Will project activities modify or remove any smoke barrier or rated fire walls?						X	X	X	X	X		X			X
Will project activities create any vertical opening(s) or penetration(s) that will compromise the smoke and fire barrier (Floor, Ceiling, Shafts, etc.)?						X	X	X	X	X		X			X
Impaired Fire Alarm Systems															
Will project activities require the fire alarm	X					X		X	X			X			X

Appendix - B															
ILSM Matrix – Projects															
Life Safety System Impairments Resulting From Construction Activities, or Maintenance and Testing															
	1. Conduct Fire Watch when more than 25% of any Fire Alarm System sub zone on 1 floor is impaired for more than 4 hrs in a 24 hr period (ILSM Policy S06-10).	2. Conduct Fire Watch when more than 25% of any Sprinkler System sub zone on 1 floor is impaired for more than 10 hrs in a 24 hr period (ILSM Policy S06-10).	3. Provide alternate means of egress and post temporary exit signage	4. Provide temporary but equivalent fire alarm and detection system	5. Inspect, test and document temporary fire alarm and detection system(s) monthly	6. Provide additional fire extinguishers in construction area (Contractors Responsibility)	7. Construct and maintain temporary smoke tight fire resistant construction partition(s)	8. Conduct Daily ILSM Inspections during work hours in accordance with ILSM Policy S06-10	9. Enforce storage, housekeeping and debris removal practices to reduce flammable & combustible fire load	10. Conduct 1 additional fire drill per shift per quarter in affected areas (EHS Responsibility)	11. Provide additional staff training on the use of firefighting equipment (EHS Responsibility)	12. Educate staff in adjacent areas to promote awareness of building deficiencies, construction hazards and ILSM in accordance with ILSM Policy S06-10	13. Provide training to staff to compensate for impaired structural or compartmental fire safety features	14. Notify affected emergency service agencies and implement alternative plan for unobstructed access	15. Post ILSM PLAN and Daily Inspection Form at Worksite main entrance
system to be out of service more than 4 out of 24 hour's period?															
Will project activities require removal, replacement and/or installation of any fire alarm and detection devices (heat, smokes, strobes, chimes, etc.)?				X	X			X	X			X			X
Impaired Sprinklers Systems															
Will project activities require the sprinkler system to be out of service more than 10 hours in a 24-hour period?		X				X		X	X			X			X
Emergency Service Access															
Will project activities restrict and/or obstruct access to EMS, Fire, Police or other emergency services?								X				X		X	X

Appendix - C														
ILSM Matrix – Life Safety Deficiencies														
Life Safety System Deficiencies Identified During Internal Processes and/or Regulatory Agency Inspections/Surveys														
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
Conduct Fire Watch when more than 25% of any Fire Alarm System sub zone on 1 floor is impaired for more than 4 hrs in a 24 hr period (ILSM Policy S06-10).	Conduct Fire Watch when more than 25% of any Sprinkler System sub zone on 1 floor is impaired for more than 10 hrs in a 24 hr period (ILSM Policy S06-10).	Provide alternate means of egress and post temporary exit signage	Provide temporary but equivalent fire alarm and detection system	Inspect, test and document temporary fire alarm and detections system(s) monthly	Provide additional fire extinguishers in construction area (Contractors Responsibility)	Construct and maintain temporary smoke tight fire resistant construction partition(s)	Conduct hazardous surveillance inspections during work hours in accordance with ILSM Policy S06-10	Enforce storage, housekeeping and debris removal practices to reduce flammable & combustible fire load	Conduct 1 additional fire drill per shift per quarter in affected areas (EHS Responsibility)	Provide additional staff training on the use of firefighting equipment (EHS Responsibility)	Educate staff in adjacent areas to promote awareness of building deficiencies, construction hazards and ILSM in accordance with ILSM Policy S06-10	Provide training to staff to compensate for impaired structural or compartmental fire safety features	Notify affected emergency service agencies and implement alternative plan for unobstructed access	Post ILSM PLAN in area of identified Life Safety Deficiency.
Egress Restrictions														
Fire exit stairs discharge improperly			X				X	X	X		X	X		X
Lack of two remote exits			X								X	X		X
Excessive travel to an approved exit			X											X
Impaired Fire / Smoke Barriers														
Large penetration(s) in fire/smoke barrier					X		X	X	X		X			X
Corridor does not extend to the structure					X		X	X	X		X			X
Improperly protected vertical opening					X		X	X	X		X			X
Damaged or missing fire rated door					X		X	X	X		X			X
Damaged or missing smoke damper or roll down door					X		X	X	X		X			X
Hazardous area not properly protected					X		X	X	X		X			X
Building pressurization issues preventing fire and smoke doors from properly closing and					X		X	X	X		X			X

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Appendix - C ILSM Matrix – Life Safety Deficiencies Life Safety System Deficiencies Identified During Internal Processes and/or Regulatory Agency Inspections/Surveys														
1. Conduct Fire Watch when more than 25% of any Fire Alarm System sub zone on 1 floor is impaired for more than 4 hrs in a 24 hr period (ILSM Policy S06-10).	2. Conduct Fire Watch when more than 25% of any Sprinkler System sub zone on 1 floor is impaired for more than 10 hrs in a 24 hr period (ILSM Policy S06-10).	3. Provide alternate means of egress and post temporary exit signage	4. Provide temporary but equivalent fire alarm and detection system	5. Inspect, test and document temporary fire alarm and detections system(s) monthly	6. Provide additional fire extinguishers in construction area (Contractors Responsibility)	7. Construct and maintain temporary smoke tight fire resistant construction partition(s)	8. Conduct hazardous surveillance inspections during work hours in accordance with ILSM Policy S06-10	9. Enforce storage, housekeeping and debris removal practices to reduce flammable & combustible fire load	10. Conduct 1 additional fire drill per shift per quarter in affected areas (EHS Responsibility)	11. Provide additional staff training on the use of firefighting equipment (EHS Responsibility)	12. Educate staff in adjacent areas to promote awareness of building deficiencies, construction hazards and ILSM in accordance with ILSM Policy S06-10	13. Provide training to staff to compensate for impaired structural or compartmental fire safety features	14. Notify affected emergency service agencies and implement alternative plan for unobstructed access	15. Post ILSM PLAN in area of identified Life Safety Deficiency.
latching														
Impaired Fire Alarms														
Fire alarm system out of service more than 4 out of 24 hours period	X				X		X	X						X
Impaired Sprinklers														
Sprinkler system out of service more than 10 hours in a 24-hour period		X			X		X	X						X
Kitchen Ansul system out of service		X			X		X	X		X				X

Appendix D - Interim Life Safety Awareness Acknowledgement

Instructions: The Project Manager and/or person responsible for the project should inform/educate staff who work in area(s) impaired by the project of the temporary measures implemented to maintain fire safety and compensate for impaired structural and/or compartmental fire safety features. Awareness education should be conducted prior to the start of the project or impairment.

Project Managers Name: _____ Project #: _____

Project Name: _____ Date of Awareness Training: ____/____/____

Location of Awareness Training:

Area/Department	Department Manager	Communication Method
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email

ILSM Areas Addressed During ILSM Awareness Training:

- Alternate Egress/Exits Routes
- Fire/Smoke Barrier Compartments
- Sprinkler Impairment
- Fire Alarm Impairment
- Fire Watch
- Other (Specify) _____

Provided Construction Life Safety Awareness Handout to Staff

I hereby acknowledge that I have informed staff impacted by the project of the interim life safety measures that will be implemented to maintain a fire safe environment during the project:

Project Manager Signature: _____ Date: ____/____/____

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Appendix E – ILSM Daily Inspection

Appendix E



ILSM Daily Inspection

DATE: January 1, 2017
 PROJECT NUMBER: Insert Project Number
 PROJECT NAME: Insert Project Name
 PROJECT MANAGER: Insert Project Manager Name

Authorized Job Site Inspectors:		Initials	Initials
1			
2			
3			

*Instructions: Post at construction site entrance and conduct daily inspections during work days. Write the compliance status for the appropriate inspection date for each inspection element.
 Compliant = Initials Non-Compliant = X Not Applicable = NA*

	DAY OF THE MONTH >	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
A. Interim Life Safety Measures																																			
1. Fire Watch is conducted when more than 25% of any Fire Alarm System sub zone on 1 floor is impaired for more than 4 hrs in a 24 hr period.																																			
2. Fire Watch is conducted when more than 25% of any Sprinkler System sub zone on 1 floor is impaired for more than 10 hrs in a 24 hr period.																																			
3. Alternate means of egress are maintained and exit signage posted.																																			
4. Temporary fire alarm and detection system maintained and inspected monthly.																																			
5. Additional fire extinguishers provided by contractor are located within the construction area.																																			
6. Temporary smoke tight fire resistant construction partitions are intact and maintained.																																			
7. Storage, housekeeping and debris removal practices are maintained to reduce flammable and combustible fire load.																																			
8. Access to emergency services are unobstructed for EMS and Fire Department.																																			
9. ILSM Plan and Daily ILSM Inspection posted at job site main entrance.																																			
B. General / Fire Safety																																			
1. All fire extinguishers are tagged, mounted, accessible and being inspected monthly.																																			
2. Compressed gas cylinders are properly secured.																																			
3. Grinding, cutting and welding operations are properly conducted and have appropriate Hot Work Permit posted in work area.																																			
4. Flammable materials needed for daily work are properly stored.																																			
5. Construction site secured to authorized personnel only.																																			
6. All construction personnel wearing visible ID's.																																			
7. Additional hardhats and safety glasses for visitors at entrance to construction site.																																			
8. Plant Operations was notified of work on utility systems and a Shut-Down Request Form was properly completed.																																			

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ILSM Daily Inspection - Corrective Action Plan

DATE: _____ Insert Date
PROJECT NUMBER: _____ Insert Project Number
PROJECT NAME: _____ Insert Project Name
PROJECT MANAGER: _____ Insert Project Manager Name

Instructions: List date identified, deficiency letter & number, corrective action and date corrected for all deficiencies identified during ILSM Daily Inspections.

Date Identified	Deficiency Letter/Number <small>(Example: A1)</small>	Corrective Action Plan	Date Corrected

Appendix F – Utilities Shutdown Request Form

SHUTDOWN REQUEST

REQUIREMENTS FOR SHUTDOWN REQUEST

1. PROVIDE SHUTDOWN REQUEST TO THE PLANT DEPARTMENT. MINIMUM ADVANCED NOTICE REQUIRED: 24 HRS FOR SMOKE AND HEAT DETECTORS AND 72 HRS MIN FOR SPRINKLERS, STEAM, DOMESTIC WATER AND ALL MED GASES.
2. REQUESTING PARTY NEEDS TO REPORT TO THE PLANT SHUTDOWN COORDINATOR (ROOM W-025) OR PLANT OFFICE THE MORNING OF SHUTDOWN IF SHUTDOWN COORDINATOR IS UNAVAILABLE.
3. REQUESTING PARTY MUST NOTIFY THE PLANT DEPARTMENT OF TASK COMPLETION IN ORDER TO RESTORE THE UTILITY.

PLANT STAFF MUST MAKE PERSON TO PERSON CONTACT WITH REQUESTING PARTY BEFORE AND AFTER SHUTDOWN.

PLANT DEPT # 773-702-6295

SHUTDOWN COORDINATOR OFFICE # 773-702-6499

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Chilled Water | <input type="checkbox"/> Fire Sprinkler System | <input type="checkbox"/> Heating | <input type="checkbox"/> Electrical – 277/480 VAC |
| <input type="checkbox"/> Domestic Hot Water | <input type="checkbox"/> Fire Alarm System (Smokes/Heat) | <input type="checkbox"/> Cooling | |
| <input type="checkbox"/> Domestic Cold Water | <input type="checkbox"/> Fire Alarm Testing | <input type="checkbox"/> Gas | |
| <input type="checkbox"/> Steam/Condensate | <input type="checkbox"/> Medical Vacuum | <input type="checkbox"/> Electrical – Emergency Power | |
| <input type="checkbox"/> Heating Hot Water | <input type="checkbox"/> Medical Gases | <input type="checkbox"/> Electrical – 120/208 VAC | |
| <input type="checkbox"/> Other (Specify) _____ | | | |

DATE REQUESTED: _____

DATE OF SHUTDOWN: _____

PROJECT MANAGER OR PLANT MANAGER: _____

REQUESTER NAME: _____ COMPANY: _____

PERSON ON SITE: _____ PAGER OR CELL PHONE # _____

BUILDING: _____ FLOOR(S): _____ ROOM(S): _____

PROPOSED TIME OF SHUTDOWN: _____ 7:30AM / 3:30PM / 11:30PM _____

PROPOSED TIME OF COMPLETION: _____ PROPOSED DATE OF COMPLETION: _____

BELOW TO BE COMPLETED BY PLANT STAFF

COMMAND CENTER OPERATOR NAME: _____

PLANT STAFF ASSIGNED TO SHUTDOWN: _____ PAGER(s): _____

SHUTDOWN START TIME: _____ SHUTDOWN COMPLETION TIME: _____

PENDING
 IN PROGRESS
 COMPLETE
 CANCELLED

Status of Shutdown to be added to shift report

BELOW TO BE COMPLETED BY PLANT STAFF PERFORMING SHUTDOWN

SHUTDOWN START - WAS PERSON TO PERSON CONTACT MADE? (circle one): YES NO

SHUTDOWN COMPLETION - WAS PERSON TO PERSON CONTACT MADE? (circle one): YES NO

RETURN COMPLETED FORM TO COMMAND CENTER BY END OF SHIFT

Appendix G – Fire Watch Notification & Log

Part 1 – Fire Watch Notification

Instructions: To be completed by Project Manager. Fax or email completed Part 1 to the following Departments: Plant Command Center, Public Safety and the Environmental Health & Safety.

Date: ____/____/____ **Project Manager Name:** _____

Project Name/Department: _____

- Building:**
- | | | | |
|--|---------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Billings | <input type="checkbox"/> CCD | <input type="checkbox"/> Comer I | <input type="checkbox"/> Comer II |
| <input type="checkbox"/> DCAM | <input type="checkbox"/> Gilman Smith | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Rubloff |
| <input type="checkbox"/> Other (specify) _____ | | | |

List Areas Impacted Requiring Fire Watch Areas (Floors, Rooms, etc.): _____

Reason(s) for Fire Watch (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Fire Alarm System Impairment | <input type="checkbox"/> Sprinkler System Impairment |
| <input type="checkbox"/> Regular Maintenance | <input type="checkbox"/> Regular Maintenance |
| <input type="checkbox"/> Inspection/Testing | <input type="checkbox"/> Inspection/Testing |
| <input type="checkbox"/> Renovation/Construction | <input type="checkbox"/> Renovation/Construction |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Hot Work | |

List Personnel Assigned To Fire Watch (Fire Watch Officers)

Name	Contact Information (Mobile Number Preferred)

Part 2 – Fire Watch Log

Instructions: To be completed by Fire Watch Officer. Document fire watch using the table below every hour UNLESS otherwise determined by the Environmental Health & Safety Department; use a new sheet for each shift. Return Completed Checklist to Safety with a copy placed in the project file as appropriate.

I have read the instructions about conducting this Fire Watch and understand that I am responsible to follow those instructions and patrol my designated area(s):

Signature: _____ Date: ____/____/____

Fire Watch Procedure:

1. Conduct a continuous patrol of all public areas of the assigned building or area, including: corridors, hallways, laundry rooms, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas.
2. Enter all stairwells - open doors and look into each stairwell.
3. Remain attentive. Patrol your designated area at least hours.
4. Listen for in-room smoke detectors sounding.
5. Look for observable signs of smoke and/or fire.
6. Verify exits, corridors, & stair towers are free from obstructions.
7. Verify fire extinguishers are easily accessible & in the immediate area of hot work.
8. Verify temporary partitions are smoke tight and made of limited combustibile materials.
9. Notify the Project Manager if anything is observed being non-compliant during Patrols.

At first sign of smoke or fire:

1. Contact UCMC Public Safety via radio or 2-6262
2. Implement RACER – Rescue, Alarm, Contain, Extinguish, Relocate
3. Do not put yourself in jeopardy
4. Prepare to take further direction

Date mm/dd/yyyy	Time	Area Patrolled	Area Compliant with conditions listed above?
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO
	Am/Pm		YES NO

Appendix H – Fire Watch Occupant Notification

Attention Occupants

FIRE WATCH IN PROGRESS

Fire alarm or sprinkler system is out-of-service for repairs, construction or maintenance.

Qualified individuals are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact UCM Public Safety at **2-6262** immediately if fire or smoke is seen or detected.

Be prepared to take direction upon hearing a notification or other alert.