

1. RED TAG PERMIT FOR FIRE SUPPRESSION SYSTEMS

1.1 PURPOSE

To inform Contractors of their responsibilities when working on projects that require the sprinkler or fire protection systems to be taken out of service and to abide by the University's Red Tag Permit Program.

1.2 RED TAG EVENTS

Projects of repair, renovation or construction conducted on NSU property often require the disabling or alteration of automatic sprinkler and other fire safety systems.

The Red Tag Permit Program is a procedure approved by NSU and designed as a method of managing life safety (i.e. sprinkler system) impairments or other fire safety systems in University buildings and on University property in the event the systems are temporarily disconnected/out of service for repairs or replacement.

Fire Protection Systems applies to the following systems:

- 1) Fire alarm systems, including all/any detection
- 2) Automatic fire suppression system (sprinkler) including fire pumps
- 3) Standpipe systems
- 4) Local flooding/suppression systems
- 5) Fire hydrants

1.3 RESPONSIBILITIES

Prior to undertaking any projects of repair, renovation or construction, that may require the disabling or alteration of a fire protection system the Contractor shall:

- 1) For any project with fire impairments which are expected to last longer than 4 hours, the Contractor shall notify the EH&S office who will in turn notify the local fire department and provide the appropriate details of the location of the impairment, expected length of time and the contact person.
- 2) The EH&S office shall notify building occupants when the impairment is anticipated to last more than 4 hours.
- 3) The "Fire Protection Out of Service" red tag shall be displayed at the site of impairment (valve, control panel, hydrant, etc.).
- 4) The Contractor shall plan to utilize temporary protection (i.e. fire extinguishers or charged lines) to prevent the outbreak of a fire.
- 5) Contractors and their personnel shall not undertake work that may cause a fire hazard, place themselves or any University employee, student or faculty at risk, cause a false alarm or damage any fire protective equipment.
- 6) All Hot Work shall be restricted in the affected area.
- 7) The Contractor shall provide a fire watch when the fire protection system of an occupied building is impaired by construction/repair until the system is restored.

- 8) In accordance with NSU policies, the fire watch shall be coordinated with the EH&S office.
- 9) Smoking shall be strictly prohibited in areas where impairments are being conducted.
- 10) In areas where there are combustible and flammable materials, additional controls are required during impairment operations.
- 11) The EH&S officer shall conduct periodic surveillance of sites where fire protection systems have been impaired.
- 12) The Contractor shall notify the EH&S office when the impaired system is restored to operation. The EH&S office will then contact the fire department.
- 13) The Contractor shall remove the red tag from the point of impairment upon completion and the EH&S office shall file a record of the impairment.

1.4 REGULATIONS

NFPA 25

Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems

Florida Statutes, Title XXXVII Chapter 633
FAC 69A- 60

Fire Prevention and Control
Florida Fire Prevention Code

1.5 ACCOUNTABILITY

All contractors will be responsible for complying with the guidelines as described above. Contractors are to communicate to their employees and Subcontractors all the guidelines and relevant information. All work shall be performed in accordance with University policies and procedures as well as all applicable laws and regulations.