

---

## **YOU'RE DUTIES & RESPONSIBILITIES WHEN YOUR FIRE PROTECTION SYSTEM IS OUT OF SERVICE**

Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

- 1.) Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires. **(CFC 901.7)**
- 2.) The owner or occupant shall promptly correct or repair deficiencies, damaged parts, or impairments found while performing the inspection, test, and maintenance requirements of this standard. Recalled products shall be replaced or remedied. Such replacement or remedial product shall be installed in accordance with the listing requirements, the manufacturer's instructions and the appropriate NFPA installation standards. A recalled product is a product subject to a statute or administrative regulation specifically requiring the manufacturer, importer, distributor, wholesaler, or retailer of a product, or any combination of such entities, to recall the product, or a product voluntarily recalled by a combination of such entities. **(California Code of Regulations, Title 19)**
- 3.) The building or system owner shall insure immediate correction of any deficiencies noted during the service. A tag or label shall be affixed to a system only after all deficiencies have been corrected. The owner or occupant shall promptly correct or repair deficiencies, damaged parts, or impairments found while performing the inspection, test, and maintenance requirements of this standard. Recalled products shall be replaced or remedied. Such replacement or remedial product shall be installed in accordance with the listing requirements, the manufacturer's instructions and the appropriate NFPA installation standards. A recalled product is a product subject to a statute or administrative regulation specifically requiring the manufacturer, importer, distributor, wholesaler, or retailer of a product, or any combination of such entities, to recall the product, or a product voluntarily recalled by a combination of such entities. **(California Code of Regulations, Title 19)**
- 4.) At the time of testing and maintenance, or at any time parts are replaced, an itemized invoice showing work performed and parts replaced shall be provided by the licensee to the system owner. If testing and maintenance is performed more than thirty (30) days prior to the next required testing and maintenance date, the invoice shall bear a statement indicating the system was tested and maintained early. **(California Code of Regulations, Title 19)**

### **WHEN YOUR SYSTEM IS OUT OF SERVICE IMPLEMENT THESE PROCEDURES:**

#### **ASSIGN: IMPAIRMENT COORDINATOR**

The building owner shall assign an impairment coordinator to comply with the requirements of this section. In the absence of a specific designee, the owner shall be considered the impairment coordinator. **(CFC 901.7.1)**

## **POST SIGNAGE/ TAGS**

A tag shall be used to indicate that a system, or portion thereof, has been removed from service. **(CFC 901.7.2)**

The tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center, indicating which system, or part thereof, has been removed from service. The fire code official shall specify where the tag is to be placed. **(CFC 901.7.3)**

## **PREPLANNED IMPAIRMENT PROGRAMS**

Preplanned impairments shall be authorized by the impairment coordinator. Before authorization is given, a designated individual shall be responsible for verifying that all of the following procedures have been implemented: **(CFC 901.7.4)**

1. The extent and expected duration of the impairment have been determined.
2. The areas or buildings involved have been inspected and the increased risks determined.
3. Recommendations have been submitted to management or building owner/manager.
4. The fire department has been notified.
5. The insurance carrier, the alarm company, building owner/manager, and other authorities having jurisdiction have been notified.
6. The supervisors in the areas to be affected have been notified.
7. A tag impairment system has been implemented.
8. Necessary tools and materials have been assembled on the impairment site.

## **EMERGENCY IMPAIRMENTS**

When unplanned impairments occur, appropriate emergency action shall be taken to minimize potential injury and damage. The impairment coordinator shall implement the steps outlined in Section 901.7.4. **(CFC 901.7.5)**

## **RESTORING SYSTEMS TO SERVICE**

When impaired equipment is restored to normal working order, the impairment coordinator shall verify that all of the following procedures have been implemented: **(CFC 901.7.6)**

1. Necessary inspections and tests have been conducted to verify that affected systems are operational.
2. Supervisors have been advised that protection is restored.
3. The fire department has been advised that protection is restored.
4. The building owner/manager, insurance carrier, Alarm Company and other involved parties have been advised that protection is restored.
5. The impairment tag has been removed.