



Fire Sprinkler System Outage Red Tag Permit Policy

FORM: [Disruption of Operations](#)

POLICY: A fire sprinkler outage red tag permit is required when a zone needs to be drained due to maintenance, piping rework, etc.

RESPONSIBILITY: Contractor will obtain red tag permit from Maintenance.

PROCESS:

The contractor requesting the permit shall notify Maintenance. Maintenance will then dispatch a technician to drain the affected zone and issue a permit to the contractor. The permit will require a signature from both the contractor (include company name) and maintenance. An expiration time should be assigned to all permits. A copy of the permit shall be hung on the valve. Maintenance will post their copy of the permit on the dispatch board. Dispatch will notify security of the permit so they can plan their walkthroughs accordingly. The contractor under no circumstances should shut-off any fire sprinkler valve. Maintenance is the only one that can shut off system valves.

The contractor is responsible to notify maintenance of when they are ready for the system to be refilled. Maintenance will dispatch a technician to refill the system and close the permit. A signature on the permit is required from both the contractor and maintenance. A signature will also be required to close permit at completion of work. All permits will expire at or before 3:30 PM daily.

In cases when the contractor works past -3:30 PM, maintenance's 1st shift will close the existing permit and their 2nd shift will open a new permit. This will occur when the contractor is working overtime or multiple shifts. The permit transition will not require for the system to be filled and drained again. It is the contractor's responsibility to notify maintenance when work will continue past 3:30PM.

At no time will a system be left drained on off work hours, over night or for work to continue the following morning/evening. The system should never be drained or valved off when workers or security is not on site, unless approved by the facility director and public safety.

At no time will a permit stay open longer than a single 4 hr. shift. Security is to be notified whenever a system is taken down for work so they can provide "fire watch."

Dispatch should be given a phone list of all contractors and emergency phone numbers in cases when the contractor fails to notify maintenance at or before the expiration time noted on the permit.

On stand alone projects the contractor will need to follow this policy at the time tie-ins to existing facilities are made. Sprinkler system need to be operational before tie-ins into existing facilities are made unless separation by a two hour fire partition is maintained continuously throughout work. Then once sprinkler system is operational the policy must be followed.