



Environmental Health & Safety Policy & Procedure #2

TITLE: FIRE ALARM SYSTEM ACCESS POLICY

OBJECTIVE AND PURPOSE: Environmental Health and Safety establishes this procedure to ensure security of the Fire Alarm Control Panels (FACP) by controlling access by unauthorized personnel at Florida Atlantic University.

RESPONSIBILITY: **ACTION**

MAINTENANCE

- ◆ Act as the sole custodial of all FACP on the Boca Raton and Jupiter campuses with the exception of Housing and Residence Halls at the Boca Raton Campus.
- ◆ Employ certified and/or licensed individuals to inspect, test and maintain FACP as required by codes and manufacturers manuals.
- ◆ Maintain all keys to FACP.
- ◆ Ensure the FACP is secured at all times.
- ◆ Ensure the log sheet is attached to the panel and signed by the licensed technician assigned to work on it.
- ◆ Escort any contractor or vendor who needs access to the FACP and make certain the log sheet is signed upon completion of the visit or job.
- ◆ Maintain records and files of work performed on all FACP and keep a list of all people who came in contact with the systems.

ENVIRONMENTAL HEALTH & SAFETY

- ◆ Ensure all systems are regularly maintained per NFPA standards.
- ◆ Obtain a copy of all FACP keys from the Maintenance Department and maintain the copies at Environmental Health and Safety key file.
- ◆ Regularly inspect the FACP and the signed log sheet.
- ◆ Escort all regulatory agencies, such as the State Fire Marshal, who require access to the FACP for inspection purposes.

UNIVERSITY POLICE

- ◆ Maintains Fire Alarm System Log indicating when licensed contractors or vendors sign in and out when performing work on the panel.
- ◆ Contact Maintenance, if required, to escort the vendor to the FACP location.
- ◆ Assists the Boca Raton Fire Dept. and other emergency personnel requiring access to FACP for emergency response purposes.
- ◆ Maintains keys to all FACP in the department key file.

FACILITIES PLANNING/OTHER DEPTS.

- ◆ Instruct vendors and contractors on procedures to log-in at the University Police Department.

REFERENCE ATTACHMENT

- ◆ Chancellor's Memorandum CM.N-18.00-09.97
- ◆ **University Police Fire Alarm Log- Attachment "A"**
- ◆ **FAU Maintenance Dept. Alarm Log – Attachment "B"**

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APPROVED:	Vice President	Associate V.P.	Director