

GENERAL INFORMATION

There are special conditions which may necessitate the temporary disabling of a building's Fire Protection System to protect equipment from damage and to prevent false fire alarm signals to Simplex and Asheville Fire Department (e.g., for example, disabling a smoke detector when a fog machine is operated inside a building during an event).

Emergency Management, Public Safety, and Campus Operations must evaluate the necessity of disabling a building's Fire Protection System. The North Carolina Fire Codes require a "fire watch system" be employed by the University to ensure the safety of building property and its occupants in situations where it is necessary to disable parts or to take the system offline. A "fire watch" is a designated individual, provided by the requesting Department, which continuously monitors the building for potential fires. The "fire watch" must remain in place until the Fire Protection System is fully restored by the technician and operating normally.

REQUEST (Submit to Campus Operations – Fire Protection System Technician)

Building:		Area/Room:	
Date 1 (from):	Date (to):	Time (from):	Time (to):
Date 2 (from):	Date (to):	Time (from):	Time (to):
Date 3 (from):	Date (to):	Time (from):	Time (to):
Date 4 (from):	Date (to):	Time (from):	Time (to):
Reason for request:			
Requesting Department:			
Requestor Name:		1 st Contact Number:	
E-mail:		2 nd Contact Number:	
Fire Watch Name:		1 st Contact Number:	
E-mail:		2 nd Contact Number:	

APPROVALS

Campus Operations – Fire Systems Manager:	Date:
Emergency Management Representative:	Date:
Public Safety Representative:	Date:

SYSTEM INFORMATION (FOR TECHNICIAN USE ONLY)

Equipment Disabled:				
System DISABLED/Offline	Date:	Time:	AM	PM
Technician Signature:			Date:	
System ENABLED/Online	Date:	Time:	AM	PM
Technician Signature:			Date:	
Technician(s) please return the fully completed form to Emergency Management for recordkeeping, thank you.				