Smoke detection changes during construction works - what you need to know:

Prohibited - any construction, maintenance and installation works on UCL premises without UCL Project Managers (UPO), Designated Consultants and ALL Contractors undertaking agreed pre-emptive changes to the building’s fire alarm system. UCL requires measures to reduce the risk to occupants (where appropriate), to prevent unwanted alarm activations disrupting business as usual (BAU) and the automatic calling of the fire brigade unnecessarily;

Prohibited - any works being undertaken without prior consultation and authorisation by UCL fire safety team and Fisk Fire Ltd regarding the extent of the area and the number of detectors to be changed;

Prohibited - under no circumstances are Site Contractors to interfere with the fire alarm system including call points & cabling or to cover, bag, glove, tape to or around or remove smoke/heat detector heads. Smoke detector heads and other devices are to be isolated or changed using an approved method by competent fire alarm engineer from the UCL fire alarm maintenance company (Fisk Fire Ltd); or, the Landlords’ authorised fire alarm engineers where UCL are tenants within the premises.

Prohibited - Department staff undertaking temporary ‘laboratory’ fumigation and smoke tests, minor works (including ‘hot works’ such as soldering & brazing local repairs to equipment) or activities producing dusty/damp conditions without local protection to smoke detection, prior to the works starting;

Asbestos Stripping out - under no circumstances are smoke/heat detector heads, call points or fire alarm to be covered in tape, removed or cables to be cut/interfered with during strip out works, without consultation and agreement with the UPO / Fisk Fire Ltd / UCL fire safety team.

Provide Contingencies for Fire Alarm Works - smoke detectors to be changed to Rate of Rise (RoR) heat detectors (painted Red for identification purposes) prior to any works; this will significantly reduce potential damage by fouling to sensitive smoke heads and prevent unwanted (false) activations of the fire alarm system due to dust and other activities within the works area;

Temporary Covers - it may be acceptable for short term works such as minor ‘Hot Works’, repairs, local jobs that may cause dust etc. using an approved purpose made red plastic fire detector cover as a temporary measure to prevent detectors from accidental activation. Where this is permitted, local controls on their use will be required.
1.0. Introduction Notes

1.1. This document summarises the information for **UCL Project Managers, MEP Consultants, Contractors and some Departmental staff** regarding changes to the fire alarm system during construction works and other temporary activities to prevent unwanted fire alarm activations or damage to life safety systems:

1.2. UCL policy is to use one of three approaches to minimizing false alarms during construction works:

(a). change smoke detectors to heat detectors for the duration of works.

(b). in some instances (particularly where beam detectors are in use), temporary isolation of devices on fire alarm panel.

(c). Where multi-sensor detectors are in situ, changing of the sensor mode to heat rather than smoke.

1.3. **Design Consultants, MIP Consultants, UCL Project Managers and Contractors** should note that all **existing and new** fire alarm systems installed in UCL properties must be commissioned, decommissioned and programmed only by the UCL fire alarm maintenance contractor.

Furthermore, a ‘**Permit to Work**’ on the fire alarm system is required to prevent unwanted automatic calling of the fire brigade. Permits generally require **72 Hour Notice** initiated by an approved UPO. Consultation with Fisk Fire Group, UPO and UCL fire safety team before commencing any works will be necessary. Contact details are as follows:
2.0. Red Heat Detectors

Detector Head Contingency Funding as Part of Projects - in all circumstances (unless very short term see below) money is to be made available from project funding to employ Fisk Fire Protection (or other companies where UCL is a tenant and the fire alarm is under the control on the Landlord) when undertaking construction or maintenance works within UCL properties.

2.1 Red Heat detectors:

(a). Before Works - UPO to meet with Fisk Fire to discuss scope and immediate & surrounding areas of the works of proposed detector changes and shown on drawings. These drawing will need to be sent to the UCL fire safety team for approval.

(b). Approval - UCL fire safety team will provide an individual reference number (RD-201x-000), which is held on database.

(1). ‘Permit to Work’ on the fire alarm system to be raised by UPO or Fisk Fire naming the building and the date when heads are to be change over;

(2). ‘Service Request’ on the estates system to be raised by UPO or Fisk Fire UPO showing building and floor with in subject line write FAO FISK FIRE – PROJECT REQUEST FOR RED DETECTORS. In the main body of the text, write SEE FIRE SAFETY TEAM APPROVED DRAWING, REFERENCE RD-201x-00;

(c). Before Works are Started - the existing smoke detectors are to be changed for Rate of Rise (RoR) heat detectors (RED in colour) by Fisk Fire.
2.2. **Completion of Works** - on completion of works and before occupation, the Red detectors **MUST** be replaced with appropriate smoke detectors by Fisk Fire Protection as part of the re-commissioning of the fire alarm system.

3.0. **Temporary Covers**

3.1. Temporary approved purpose made Red plastic fire detector cover may be used, subject to express approval of the UCL fire safety team, as a temporary measure to protect the detectors from accidental activation. Care must be taken when removing cover to ensure dust and smoke products have been vented and/or dust removed from immediate area of the detector head to prevent unwanted activation. Temporary cover users should have a management system to ensure covers are not left on after completion of the works.

- **Red plastic detector covers** are available through the UCL fire safety team at first floor, Bidborough House - please arrange via email in advance (fire@ucl.ac.uk).

(a). **Maintenance Works** - short term or works to do minor construction works, painting, decorating or ‘Hot Works’, repairs, local jobs that may cause dust etc., may use temporary detector covers subject to approval by the UCL fire safety team. These must be returned to the UCL fire safety team as soon as the works are completed;

(b). **Department Works** - staff undertaking temporary ‘laboratory’ fumigation and smoke tests, minor works (including ‘hot works’ such as soldering & brazing local repairs to equipment) or activities producing dusty/damp conditions may use temporary detector covers subject to approval by the UCL fire safety team. These must be returned to the UCL fire safety team as soon as the works are completed;

(c). **Consultation with Fire Safety Team** - please contact the UCL fire safety team in the first instance to make sure that proposed works and temporary detector covers are appropriate and all issues have been considered prior proposed works (fire@ucl.ac.uk).

4.0. **Cost of Works**

4.1. See Fisk Fire Ltd cost and process document attached.
**UCL Project Officer** - Run Projects

A drawing of heads to be changed, to be completed and sent for approval by the Fire Safety Team - details to include number of heads to be changed / work areas / time frame (Fisk Fire are happy to assist UPO if required)

**UCL Project Officer** - Costs to be agreed with Fisk Fire using either of the below emails: Quotations@fiskfire.co.uk, Jamesmoughton@fiskfire.co.uk, Laurengibson@fiskfire.co.uk

**UCL Project Officer** - UCL Purchase Order to be sent to Quotations@fiskfire.co.uk & CC in Jamesmoughton@fiskfire.co.uk, Laurengibson@fiskfire.co.uk

**UCL Project Officer** - Famis W Number to be completed on ‘Fiskprojects’ Details to include Start Date & Fire Safety drawing No / UCL Purchase Order No.

**UCL Project Officer** - Famis W Number to be completed on ‘Fiskprojects’ Details to include Finish Date & Fire Safety drawing No / UCL Purchase Order No.

Revised 07 May 15
**Contractor** - Run Projects

**Contractor** – a drawing of heads to be changed, to be completed and sent for approval by the Fire Safety Team - details to include number of heads to be changed / work areas / time frame (Fisk Fire are happy to assist Contractor if required)

**Contractor** - costs to be agreed with Fisk Fire & Contractor using the emails below:
- [Quotations@fiskfire.co.uk](mailto:Quotations@fiskfire.co.uk)
- [Jamesmoughton@fiskfire.co.uk](mailto:Jamesmoughton@fiskfire.co.uk)
- [Laurengibson@fiskfire.co.uk](mailto:Laurengibson@fiskfire.co.uk)

**Contractor** - Contractor Purchase Order to be sent to [Quotations@fiskfire.co.uk](mailto:Quotations@fiskfire.co.uk) & CC in [Jamesmoughton@fiskfire.co.uk](mailto:Jamesmoughton@fiskfire.co.uk) [Laurengibson@fiskfire.co.uk](mailto:Laurengibson@fiskfire.co.uk)

**UCL Project Officer** - Famis W
Number to be completed on “Fiskprojects”
Details to include **Start Date** & Fire Safety drawing No / Contractor Purchase Order No.

**UCL Project Officer** - Famis W
Number to be completed on “Fiskprojects”
Details to include **Finish Date** & Fire Safety drawing No / Contractor Purchase Order No.

Revised 07 May 15
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**T&C's**

**Prices above include Fisk Fire to carry out:**
- RAMS
- UCL Fire Permits
- Storage
- Commissioning
- Certificates
- Assist with Fire Safety Drawings
- Return Visit

**Prices may incur an additional cost for the following items:**
- Satellite Sites for travel time
- Phased works
- If base require changing (price based on detector only)
- If large quantities of detection need removing
- Access that can not be reached by an extendable pole
- Aborted Visits

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