

Fire Protection System Shutdown Request

Date: _____

*Name of Company/Person performing work _____

Phone/Pager/Radio # where person performing work can always be reached _____

Name & Phone & Pager # of UCD Project Representative _____

Location:

Building Name _____ Acct # _____

Room(s) #'s _____

Description of Work _____

Type of FP System or Device Affected:

Fire Alarm System Fire Sprinkler System Hydrant # _____

Other FP System Describe _____

Street Box # _____

Dates & Times work to be performed _____

A minimum of 48 hours notification required for all non-emergency related shutdowns.

Submit completed form to Fire Department Prevention Administrative Asst: Fax# (530) 754-8184

Date & Time _____

** Approved By: _____ Date: _____

Special Conditions: _____

Denied By: _____ Date: _____

Explanation if denied: _____

Returned to UCD Project Representative _____

- A copy of the Fire Dept. approved FP System Shutdown Request form must be provided by the UCD Project Representative, prior to beginning work, to the UCD Dispatch Center.
- Dispatch notification must be made at least 30 minutes prior to beginning work.
- Person(s) performing work must be assured the respective FP systems are disabled prior to beginning work.
- UCD Project Representative must ensure the UCD Dispatch Center is contacted @ 752-6317 immediately after work is completed each day.
- If hot work (soldering or welding activity) is being performed, Contractor/worker(s) must remain on site a minimum of 30 minutes after work completion.

* *For routine shutdowns performed by O&M Alarms, call UCD Dispatch Center at the beginning and end of each day.*

** *Once approved, by UCD Fire, the UCD Project Representative must deliver a copy to the O&M Customer Service Desk.*