

CDF PROCEDURE FOR FIRE ALARM MAINTENANCE AND TESTING

This procedure outlines the steps to be taken when maintenance or testing is performed on the CDF fire protection or suppression systems in B0 or the CDF trailers.

It is not intended to be used in emergency situations.

Editorial Hand-Processed Changes Other Than Spelling
Require CDF Operations Head Approval

HPC Number	Date	Section Number	Initials
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Approvals:

(CDF Operations Head) (Date)

(Fire Systems Maintenance Supervisor) (Date)

(Fire Chief) (Date)

Revised 08/31/2009

Expires 12/31/2013

1.0 Controlled Copies of this procedure.

Copies of this procedure are located in :

1. CDF Operations Office Library
2. The CDF web page at
<http://www-cdf.fnal.gov/htbin/cdfproc/listProc>
3. Inside of the CDF Fenwal bypass key box

All other copies will be marked "INFORMATIONAL COPY ONLY"

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2.0 The Procedure.

The lead person who will be doing the work on the CDF fire detection and suppression system must execute this procedure and associated check list whenever any of the following situations occur.

- A. Any maintenance or testing will be performed on the system.
 - B. Any portion of the system is bypassed.
1. Please call the CDF Safety Coordinator (Ext. 2354) to schedule a test of the alarm, one shift prior to the preferred testing date (a 4' step ladder is recommended).
 2. Permission to work on the system must be obtained from the CDF Safety Coordinator(Ext. 2354), the CDF Operations Manger (Ext. 2080), the CDF Building Manager or their designee.
 3. The CDF Safety Coordinator (Ext.2354), the CDF Operations Manager, or the CDF Building Manager will bypass the experimental power shunt trip system if appropriate.
 - A. The shunt trip key is in a key cabinet in room 101.
 - B. All of the keys on the inside of the Main Fire Alarm Panel should be inserted into the corresponding switches on the outside of the alarm panel door and then turned to activate all bypasses and silence all audible alarms.
 4. The CDF SAD (Safety Assessment Document) requires that a fire watch must be in effect if the fire detection and suppression is not in service, the people who are doing the work on the system can be considered as part of the fire watch as long as they remain in the building. If they leave the building and the system is not fully operational, the CDF Safety Coordinator (Ext. 2354) or the CDF Operations Manager (Ext. 2080) or their designee, must be informed.
 5. The person who will be doing the work on the CDF fire detection and suppression system will be responsible for notifying the Fermilab dispatcher (Ext. 3414, the CDF Scientific Coordinator (Ext. 2080) and anyone else who is normally notified, that work will be done on the system and that the alarms should be ignored.
 6. When the work is completed, the person who performed the work must notify the CDF Safety Coordinator (Ext. 2354) or the CDF Operations Manager (Ext. 2080) or their designee and all others that were notified in Step 4, that the system is now operational.

7. The person who has performed the work must sign item eight (8) of the checklist. It states that all work is complete and that the system is operational.
8. The CDF Safety Coordinator (Ext. 2354) and the CDF Operations Manager (Ext 2080) or their designee will check the main control panel #535 located in the CDF Control Room and insure that all the LED's are green.
9. The CDF Safety Coordinator (Ext. 2354) or the CDF Operations Manager (Ext. 2080) or their designee will enable the experimental power shunt trip system.
10. The completed checklist must be returned to the binder in the Main Fire Alarm Panel.

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3.0 Procedure 508 Testing Checklist

1. Date _____

2. Brief description of work to be performed. _____

3. Authorization is given to work on the CDF fire alarm and suppression system. _____

(CDF Safety Coordinator-x2354 or CDF Operations Manager-x2080, or their designee)

4. Experimental power shunt trip bypassed.

Yes _____

No _____

(The CDF Safety Coordinator-x2354 or the CDF Building Manager-x6618 or their designee.)

5. A fire watch is in effect.

(Name of person accepting responsibility for the fire watch. F.D. / Fire Tech.)

6. The following people have been notified the work is being done and alarms should be ignored.

Fermilab Dispatcher (3414)	_____
CDF Control Room (2080)	_____
Main Control Room (3721)	_____

7. The following people have been notified that the system is in service and on line and testing is complete.

(CDF Safety Coordinator-x2354 or the CDF Operations Manager-x2080 or designee

Fermilab Dispatcher (3414)	_____
CDF Control Room (2080)	_____
Main Control Room (3721)	_____

8. All work is complete and the system is operational.

(Name of person who has performed work)

9. All Status indicator LED's on main control panel # 535 located in the CDF Control room are green. _____

(The CDF Safety Coordinator-x2354 or the CDF Operations Manager-x2080.)

10. The experimental power shunt trip system is enabled. _____

(The CDF Safety Coordinator-x2354 or the CDF Building Manager-x6618 or designee.)

4.0 Deviations from the Procedure

In the absence of the CDF Safety Coordinator or the CDF Operations Manager or clearly defined designee, the CDF Operations Head or Co-Head may assume this role.

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5.0 Required Training and Authorized Training Personnel.

Training consists of reading this procedure.

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6.0 Training Materials.

Section 2.0 of this procedure.

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7.0 List of Trained People for this procedure.

The Fermilab Fire Department and Fire Systems Maintenance Personnel.

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