

POLICIES AND PROCEDURES	Approved
SAMPLE MEDICAL CENTER	Number: EOC.07.07
Department: All Departments	Page 1 of 3
Subject: Fire Prevention and Life Safety Management Title: Above Ceiling Permit and Standards	
Revision Dates: 4/21/11	Original Policy Date:

Purpose:

The process of and above ceiling permitting/inspection process is to monitor and guide hospital staff, vendors, contractors and sub contractors in the process of proper closure of **Non-rated and Rated Wall**, floor, and ceiling penetrations. Along with ensuring the following systems are hung correctly (wiring, cabling, ducting, piping, medical air system and seismic hangers). The intent is to maintain Sample Medical Center facilities in compliances with CMS, TJC,, NFPA, and the applicable local Building Code.

Policy:

All rated and non-rated fire and smoke barriers at SAMPLE shall be maintained in a condition equal to or better than original construction in terms of fire and smoke safety. Installing contractors are responsible for the reporting of breaches of any fire or smoke barrier that they create or discover in the course of their operations to Plant Operations. The Plant Operations department will enforce this policy.

Responsibility:

1. The Plant Operations Department is responsible for monitoring and maintaining all systems above the ceilings. (Wiring, cabling, ducting, piping, medical air system and seismic hangers).
2. The Plant Operations Department is responsible for conducting all final inspection and closing out the ceilings with the contractor, sub contractor or vendor.
3. All contractors, sub contractors and vendors who are required to conduct business above the ceiling are responsible for obtaining an above ceiling permit from the Plant Operations Department.
4. All contractors, sub contractors and vendors and responsible for ensuring that there is a final inspection of their work prior to closing of any ceilings
5. It is the contractor, sub contractors and vendors responsibility to request a pre above ceiling inspection to identify issues of concerns. If this inspection is not requested and completed, the contractor, sub contractor or vendor will take responsibility in bring all above ceiling penetrations along with any system they were installing, moving or modifying up to hospital Standard. Such as (wiring, cabling, ducting, piping, medical air system and seismic hangers).
6. It is everyone responsibility to ensure all systems remain in compliance the Life Safety Code.

Procedure:

1. All contractors, sub contractors and vendors will be properly identified by a badge and have an above ceiling permit.
2. The above ceiling permit will be displayed in full view on the ladder(s) in the working area.
3. All contractor's, sub contractors and vendors will be indoctrinated in conducting above ceiling work with SAMPLE. The contractor, sub contractor or vendor will tour the area(s) where work will be accomplished.
4. All ladders used in above ceiling work will not be made of any type of conductive material to protect the technician from electrical shock.
5. All ladders will have the required OSHA and safety label on their ladders.
6. Contractors will have all their ladders clearly mark for the ease of identification. Plant Operations Department will do the same.
7. During the periods of above ceiling work the craft or technician will ensure that no wires will be hanging down in a loop or loose that could cause injury to another person. If wire needs to hang down from the ceiling, they need to hang to the floor or above a height of 7 feet.
8. During the periods of above ceiling work, if the ceiling is going to be abandoned for a period of more than 30 minutes the ceiling tiles will be re-installed.
9. During the periods of meals and breaks, all ceilings will be closed for maximum fire protection.
10. Any penetration through a non-rated or rate fire assembly, will require proper fire stopping. Contractor, sub contractor, vendor must have the type of fire stopping material approved by Plant Operations. The type of fire stopping must be noted on the permit.
11. The contractor shall review with Plant Operations department the following morning all penetrations completed the previous day prior to starting the next days work.
12. Any and all wire, cables (CATV, telephone, data, etc.) that penetrated non-rate or rate wall, floor or ceiling will be placed in a sleeve and sealed with the proper fire stop materials and systems. After the fire stop has dried and sealed the wire(s) should not be able to move.
13. When work is complete and accepted, the permit is removed from the ladder by the Plant Operations Department representative and filed in Plant Operations department.
14. No materials, tools, ladders, etc. shall be left unattended in public areas at any time without prior authorization from Hospital Representative and/or Plant Operations.
15. All wiring, (cables CATV, telephone, date etc.) are to be suspended in the proper hangers. They are NOT to be hung or tied in any form or fashion to piping, ducting, ceiling hanger, pipe hanger, etc. or laid directly on top of ceilings or grids.
16. No wires, cables or other objects may rest on or be suspended by any fire protection sprinkler piping or supports.
17. All, piping, ducting, seismic supports, piping hangers, duct hangers etc are to be suspended in accordance with latest codes and standard.
18. All miscellaneous materials (trash, wall pieces, etc.) are to be removed from above the ceiling.
19. All penetrations will be completed in accordance with UL System for Wall Penetrations.
20. Engineering Representative will conduct a prior to work ceiling tile inspection and count the number of damage or broken ceiling tiles. Upon the completion of the above ceiling work and reinstall of ceiling tiles another inspection will be conduct to record any addition ceiling tile. Contractor will replace broken ceiling tiles at his expense unless otherwise stipulated in the work agreement.

ABOVE CEILING WORK PERMIT

DATE: _____ CONTRACTOR: _____

NAME: _____ ADDRESS: _____

PHONE: _____ CONTACT PERSON: _____

PERSON APPLYING FOR PERMIT: _____

LOCATION OF WORK :

a. Department: _____

b. Room: _____

c. Corridor: _____

WILL FIRE OR SMOKE WALLS BE PENETRATED?

Yes _____ No _____

TYPE OF WORK:

- | | |
|---|---|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Data |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Other Cables |
| <input type="checkbox"/> Medical Gases | <input type="checkbox"/> Piping |
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Seismic |
| <input type="checkbox"/> Insulation work | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Fire systems | <input type="checkbox"/> Nurse call |
| <input type="checkbox"/> Tube systems | <input type="checkbox"/> Plumbing systems |
| <input type="checkbox"/> Sewer systems | <input type="checkbox"/> Fire Stopping |

Project time period:

FROM: _____ TO: _____

WALL PENETRATIONS WILL AFFECT THE FOLLOWING:

- | | |
|---|--|
| <input type="checkbox"/> Rated Fire Walls | <input type="checkbox"/> Non-rated Smoke Walls |
|---|--|

NUMBER OF ANTICIPATED PENETRATIONS: _____

Engineering signature on prior inspection _____

Engineering Signature on final inspection _____

ABOVE CEILING PERMIT INSTRUCTIONS AND FOLLOW UP

This permit must be present on all ladders on which work above the visible ceiling will be done. Working without a permit will be cause for rejection from the hospital. Contractor supervision will be required to meet with hospital representatives to assure a clear understanding of these requirements before staff from that company will be permitted to work in that facility again.

To be a valid permit, the Engineering Signature on prior inspection block must be signed.

All hospital staff are encouraged to report anyone on a ladder without such a permit to Plant Operations.