

Requesting Fire Isolations Guideline



Information and Risk Levels

Infrastructure and Property
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Governance Framework Related Documents

Governance Framework Tier	Document Name	Document Reference Number
Tier 4	Archibus Work Instruction – Fire System Isolations	T4-WOR-004

Associated Documents	Source
Drawings Library	https://collaborate.deakin.edu.au/division/facilities-services/drawings/SitePages/Drawings%20Library.aspx
Archibus	https://archibus.deakin.edu.au/archibus/login.axvw
Work Request Page	https://www.deakin.edu.au/students/your-campus/infrastructure-and-property-group/work-request

Review

In accordance with the Governance Framework this guideline will be reviewed one (1) year from the date of issue. However, any document may be reviewed at any time if required, including due to a change in legislation or as business operations change.

Please ensure that upon completion of each review, the following locations are updated with the current version:

- <https://www.deakin.edu.au/students/your-campus/infrastructure-and-property-group/work-request> Fire Isolation Request section
- Archibus > Fire Isolation Request > Isolation Details > What you need to know for a fire isolation

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1. Purpose

The Requesting Fire Isolations Guideline provides an overview of the process to be followed when requesting a Fire Isolation, and the associated risk ratings involved in undertaking a Fire Isolation.

2. Scope

This Guideline applies to any Deakin University staff member or authorised Contractor requesting a Fire Isolation to be carried out on Deakin University's infrastructure. This includes where a Fire Isolation is required for trade works, functions or events that could cause the activation of a fire detection system.

3. Definitions

For the purpose of this Guideline:

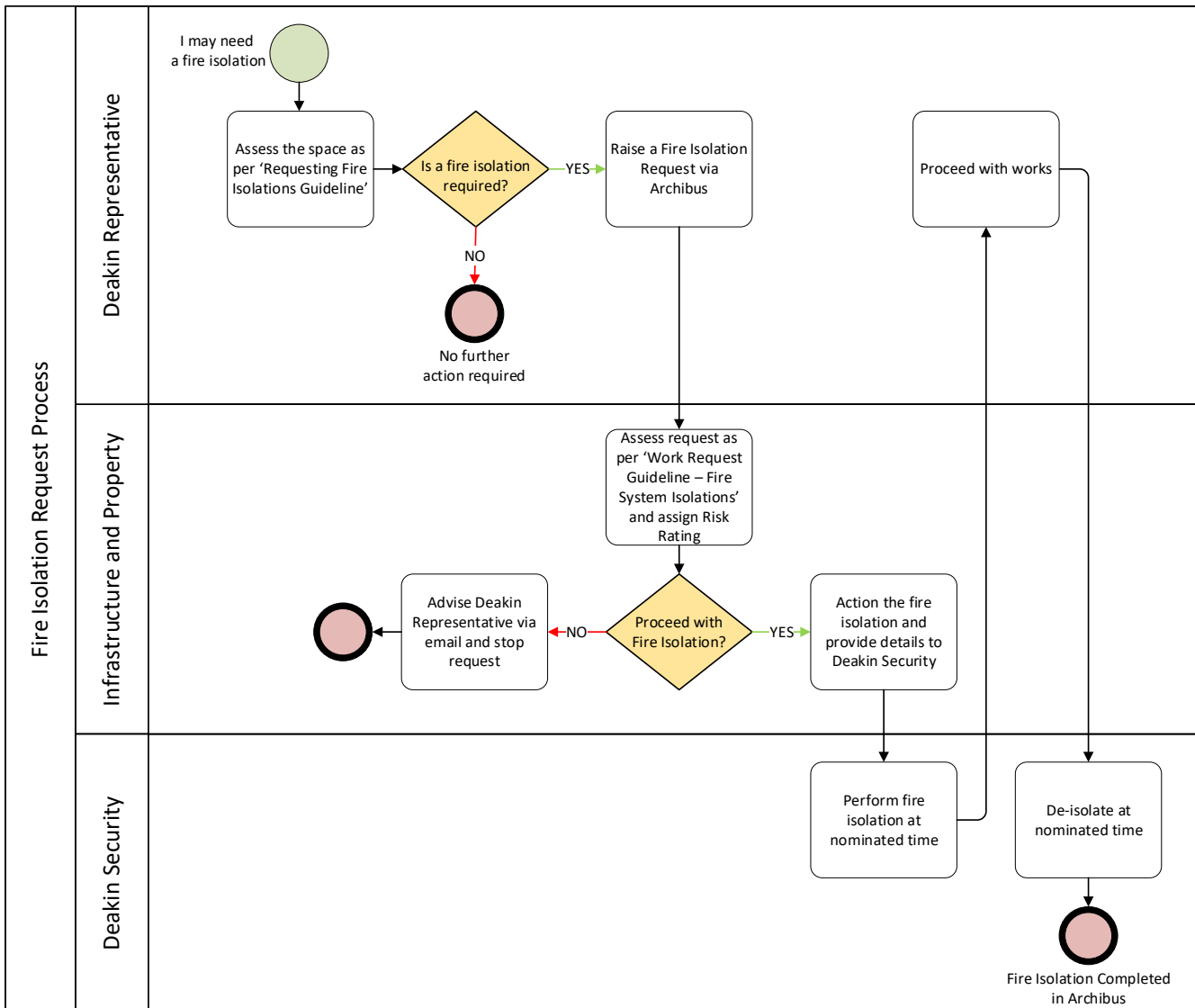
Term	Definition
Archibus	Work request management system.
Contractor	Any consultant, installer, contractor or sub-contractor engaged to provide products or services to Deakin University.
Deakin Representative	Deakin University staff member requesting a Fire Isolation to be carried out on Deakin University's infrastructure.
Deakin University	the University.
Fire Contractor	Any consultant, installer, contractor or sub-contractor engaged to provide a service to Deakin University that relates to fire protection.
Fire Detection System	A number of devices working together to detect and warn people - through visual and audio appliances - when smoke, fire, heat, carbon monoxide or other emergencies are present. These alarms may be activated from smoke detectors and heat detectors.
Heat detector	A heat detector is a fire alarm device designed to respond when the connected thermal energy of a fire increases the temperature of a heat sensitive element.
Sensor	An individual smoke or thermal detection device predominantly located in the ceiling of a room however can also be located in a concealed space or under the floor.
Smoke detector	A device that senses smoke.
Wet System	Fire sprinklers and fire hydrants

Acronym	Definition
IP	Infrastructure and Property
BST	Business Services Team, Infrastructure and Property

4. Fire Isolation Process

Fire Isolations are assessed and allocated by the Business Services Team (BST), Infrastructure and Property (IP) to Deakin Security to perform the isolations on the fire panel.

An isolation may be required when works involve risk factors as per the Fire Isolation Risk Matrix.



5. Assessing Fire Isolation Requirements

It is important the Deakin Representative, or a Contractor on their behalf, performs an assessment of the space where works are to be performed to determine if a Fire Isolation is required.

When assessing the space, please consider the following:

- Complete a visual check of area - are there any visible sensors?
- Check the drawings library for fire zone information for sensors that may not be seen during a visual check e.g. in the ceiling space.

The drawings library may be accessed by the Deakin Representative.

For advice on Fire Isolations, please seek clarification from the relevant contact noted in **Section 9** Contact Information.

If the request is to isolate a wet system, it is the requestor’s responsibility to organise a fire contractor to perform the works.

Note: Do not request Fire Isolations unnecessarily. Isolations are an Occupational Health and Safety risk as they reduce the detection of smoke and protection of the building and its occupants.

5.1. Fire Isolation Risk Matrix

The Fire Isolation Risk Matrix is to assist in determining the level of risk that a false alarm could be triggered due to the nature of works.

In the first instance, Fire Isolations are allocated a risk rating of Low, Medium or High by the Deakin Representative and then assessed by a BST representative based on information received in the Work Request and the Fire Isolation Risk Matrix.

Rating	Action
Very Low	If a risk rating is determined Very Low by the BST team, a BST representative will contact the Deakin Representative advising that a isolation is not required. Deakin Representative is to advise the contractor to take care and to cap where required.
Low	If a risk rating is determined Low by the BST team, a BST representative will contact the Deakin Representative to determine if the works can be reasonably managed without an isolation.
Medium	If a risk rating is determined Medium by the BST team, the isolation request may proceed.
High	If a risk rating is determined High by the BST team, the isolation request may proceed.
Very High	If a risk rating is determined Very High by the BST team, the isolation request will be escalated to the Facilities Administrator, Contracts and Essential Safety to seek authorisation to proceed.

Fire Isolation Risk Matrix

> 50% of a building	Very High	Very High	Very High	Very High	Very High
Majority or entire level	Medium	Medium	High	High	Very High
Single/Multiple zone up to 50 percent of Level	Low	Medium	High	High	High
Single/Multiple zone up to 25 percent of level	Low	Low	Medium	High	High
Single/Multiple zone up to 10 % of level	Very low	Low	Medium	High	High
Single room/External	Very low	Very low	Low	Medium	High
1 to 2 detectors	Very low	Very low	Low	Medium	High
	<ul style="list-style-type: none"> minor tasks that do not produce heat, smoke, steam or dust painting with water-based paints removing a ceiling tile vacuuming. 	<ul style="list-style-type: none"> light sanding minor plaster cutting running cables small fixture or fitting changes to a few items. 	<ul style="list-style-type: none"> oil based paints to small area carpet & vinyl glue plastic welds concrete coring small soldering tasks steam cleaning small plaster patch sanding pest sprays. 	<ul style="list-style-type: none"> refrigeration re-gassing epoxy haze machine catering with electric hot boxes large plastering works large scale oil-based painting Concrete cutting Carpet joins Demolition Isolation exceeds 8 hours. 	<ul style="list-style-type: none"> open flame impairment to wet fire systems including fire water supply data centre works welding, brazing, and grinding smoke ceremony pyrotechnics, sparklers or candles Isolation exceeds 12 hours.

6. Raising a Fire Isolation Request

To raise a Fire Isolation Work Request:

Via Deakin Hub	Via Archibus
<ol style="list-style-type: none"> Navigate to Work Request page on DeakinHub Select Fire Isolation Request Login to Archibus using your Deakin log-in details Complete the request details. 	<ol style="list-style-type: none"> Login to Archibus using your Deakin log-in details Select Report a Problem from the left-hand pane Select the 'Fire Isolation' Request Type Complete the request details.

7. Actioning a Fire Isolation Request

The Fire Isolation request will be assessed by the BST, IP.

If clarification is required, or if the request is rejected, a member of BST will contact the Deakin Representative via email.

Upon approval of the request, a Notification of Work email will be sent to Deakin Security, the Deakin Representative and relevant stakeholders.

Deakin Security will then action the Fire Isolation request at the allocated time and upon completion will complete the work request in Archibus.

8. Fire Isolation Request Rejections

Fire isolations will be rejected for the following reasons:

- Less than 48 hours (two business days) notice is given. This does not include weekends or public holidays.
- The space has not been assessed by the Deakin Representative or Contractor to validate the need for the isolation - see Drawings Library for fire device (sensors) information.
- IP has determined the isolation is not required.

Examples of an isolation not being required:

- There is only one sensor therefore capping could be used instead
- There has been a misinterpretation of the plan i.e., request is for the isolation of a heat sensor when the works are not 'heat' related.

9. Contact Information

For advice on Fire Isolations, please seek clarification from the relevant contact below:

Request Type	Contact	Phone Number
All types	Facilities Administrator, Contracts and Essential Safety	0417 034 933
All types – as required	Manager, Building Services Note: Only to be contacted if Administrator, Contracts and Essential Safety is unavailable, or as a further escalation point if required.	0439 868 400
IP construction works	Director, Design and Construction	0447 216 141