Requesting Fire Isolations Guideline



Information and Risk Levels

Infrastructure, Property and Precincts

7 June 2024

Document Control

Document Name:	Requesting Fire Isolations Guideline
Document Owner:	Coordinator, Contracts and Essential Safety
Version Number:	5
Date of Issue:	7 June 2024
Next Review:	7 June 2025
Document Reference Number:	T4-GUI-011

Revision History

Version Number	Date
01	28 February 2019
02	20 August 2020
03	17 March 2021
04	8 June 2021
05	7 June 2024

Governance Framework Related Documents

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

Associated Documents	Source		
Drawings Library	https://deakin365.sharepoint.com/sites/CampusesandTravel/SitePages/Architectural-		
	and-building-services-floor-plans.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:

- <u>https://www.deakin.edu.au/students/your-campus/infrastructure-and-property-group/work-request</u> 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 conducted 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 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 conducted on Deakin University's infrastructure. 	
Deakin University	The University.	
Deakin approved	Deakin Finance (Unifi) and LinkSafe compliant	
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	Several 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 located in the ceiling of a room; however, these can also be in a concealed space or under the floor.	
Smoke detector	A device that senses smoke.	
Fire Water Supply System	Fire sprinklers and fire hydrants	

Acronym	Definition
IPP	Infrastructure, Property and Precincts
PST	Property Services Team, Infrastructure, Property and Precincts

4. Fire Isolation Process

Fire Isolations are assessed and allocated by the Property Services Team (PST), Infrastructure, Property and Precincts (IPP) 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

Prior to submitting a Fire Isolation request, the Deakin Representative, or a Contractor on their behalf, must perform 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 Fire (Zone) drawings in the drawings library (Architectural and building services floor plans) for sensors that may not be seen during a visual check e.g., in the ceiling space.

The drawings library (Architectural and building services floor plans) 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 work request is to isolate a Fire Water Supply system, it is the Deakin Representatives responsibility to organise a Deakin approved fire contractor to perform the works.

Note: Do not request Fire Isolations unnecessarily. Fire Isolations increase the Occupational Health and Safety risks and reduce the protection to the building and its occupants of the Fire Protection Systems by reducing the capability of the system to detect smoke.

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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.

When a Fire isolation is submitted, a risk rating of Low, Medium, or High must be selected by the Deakin Representative in the Archibus Fire Isolation Work Request. The Fire Isolation Work Request is then assessed by a PST representative, based on information received in the Work Request and the Fire Isolation Risk Matrix. The risk rating may be changed to reflect the PST representative's assessment.

Rating	Action
Very Low	If a risk rating is determined as Very Low by the PST team, a PST representative will contact the Deakin Representative advising that an 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 as Low by the PST team, a PST 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 as Medium by the PST team, the isolation request may proceed.
High	If a risk rating is determined as High by the PST team, the isolation request may proceed.
Very High	If a risk rating is determined as Very High by the PST team, the isolation request will be escalated to the Coordinator, Contracts and Essential Safety to seek authorisation to
	proceed.

Fire Isolation Risk Matrix

> Fifty percent 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/s up to 50 percent of Level	Low	Medium	High	High	High
Single/Multiple zone/s up to 25 percent of level	Low	Low	Medium	High	High
Single/Multiple zone/s 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
Type of works	 minor tasks that do not produce heat, smoke, steam, or dust. painting with water-based paints. removing a ceiling tile. vacuuming. 	 light sanding. minor plaster cutting. running cables. small fixture or fitting changes to a few items. 	 oil based paints to small area. carpet & vinyl glue. plastic welds. concrete coring. small soldering tasks. steam cleaning. small plaster patch sanding pest sprays. isolation exceeds 8 hours. 	 refrigeration re-gassing. epoxy haze machine. catering with electric hot boxes. large plastering works. large scale oil-based painting. concrete cutting. carpet joins. demolition. 	 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:

- 6.1. Via Deakin Hub
 - a. Navigate to Work Request page on DeakinHub
 - b. Select Fire Isolation Request
 - c. Login to Archibus using your Deakin log-in details.
 - d. Complete the request details (all fields are mandatory)
 - **Risk level:** This field must be completed with reference to the Fire Risk Matrix in 5.1 above.
 - **Reason for isolation:** This field must include sufficient detail of the works being conducted to allow accurate assessment by the PST representative (refer to Fire Risk Matrix in 5.1).
 - **Other relevant information:** This field should include any and all other details i.e. Coordinator, Contracts and Essential Safety consulted, hot works permit submitted, will be working throughout corridor and doors will be open.

Please ensure that the Room ID's used are those found in the Fire (Zone) drawings and that each room is listed individually.

6.2. Via Archibus

- a. Login to Archibus using your Deakin log-in details.
- b. Select Deakin | Corrective Maintenance from the left-hand pane
- c. Select Deakin | Report a Problem.
- d. Select the 'Fire Isolation' Request Type from the top row of buttons
- e. Complete the request details (all fields are mandatory).
 - **Risk level:** This field must be completed with reference to the Fire Risk Matrix in 5.1 above.
 - **Reason for isolation:** This field must include sufficient detail of the works being conducted to allow accurate assessment by the PST representative (refer to Fire Risk Matrix in 5.1).
 - Other relevant information: This field should include further details such as 'Coordinator, Contracts and Essential Safety consulted' or 'hot works permit submitted' or 'will be working throughout corridor and doors will be open.'

Please ensure that the Room ID's used are those found in the Fire Zone drawings and that each room is listed individually.

7. Actioning a Fire Isolation Request

- a. The Fire Isolation request will be assessed by the PST, IPP. If clarification is required, or if the request is rejected, a member of PST will contact the Deakin Representative via email.
- b. Upon approval of the request, a Notification of Work email will be sent to Deakin Security, the Deakin Representative, and relevant stakeholders.
- c. 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:

- a. Less than 48 hours (two business days) notice is given. This does not include weekends or public holidays.
- b. The space has not been assessed by the Deakin Representative or Contractor to validate the need for the isolation see Drawings Library for Fire Zone Drawings (sensors) information.
- c. PST has determined that the isolation is not required.
 - Example of an isolation not being required:
 - There has been a misinterpretation of the Fire Zone Drawings i.e., request is for the isolation of a heat sensor when the works are not 'heat' related.

9. Contact Information

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

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