Requesting Fire Isolations Guideline

Information and Risk Levels

Infrastructure and Property Group
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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
Document Owner	Responsible for approval of the document
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 but can also be located in a concealed space or under the floor.
Smoke detector	A device that senses smoke.
Smoke machine	A device that emits a dense fog or smoke-like vapor, used predominantly for events and live performances
Wet System	Fire sprinklers and fire hydrants

Acronym	Definition
IPG	Infrastructure and Property Group
BST	Business Support Team of IPG

4. Fire Isolation Process

Fire isolations are assessed and allocated by the Business Support Team (BST), Infrastructure and Property Group (IPG) to Deakin Security to perform the isolations of the fire panel.

A fire isolation may be required when any of the works require tasks as per Section 5, 'Risk Rating Information' below.
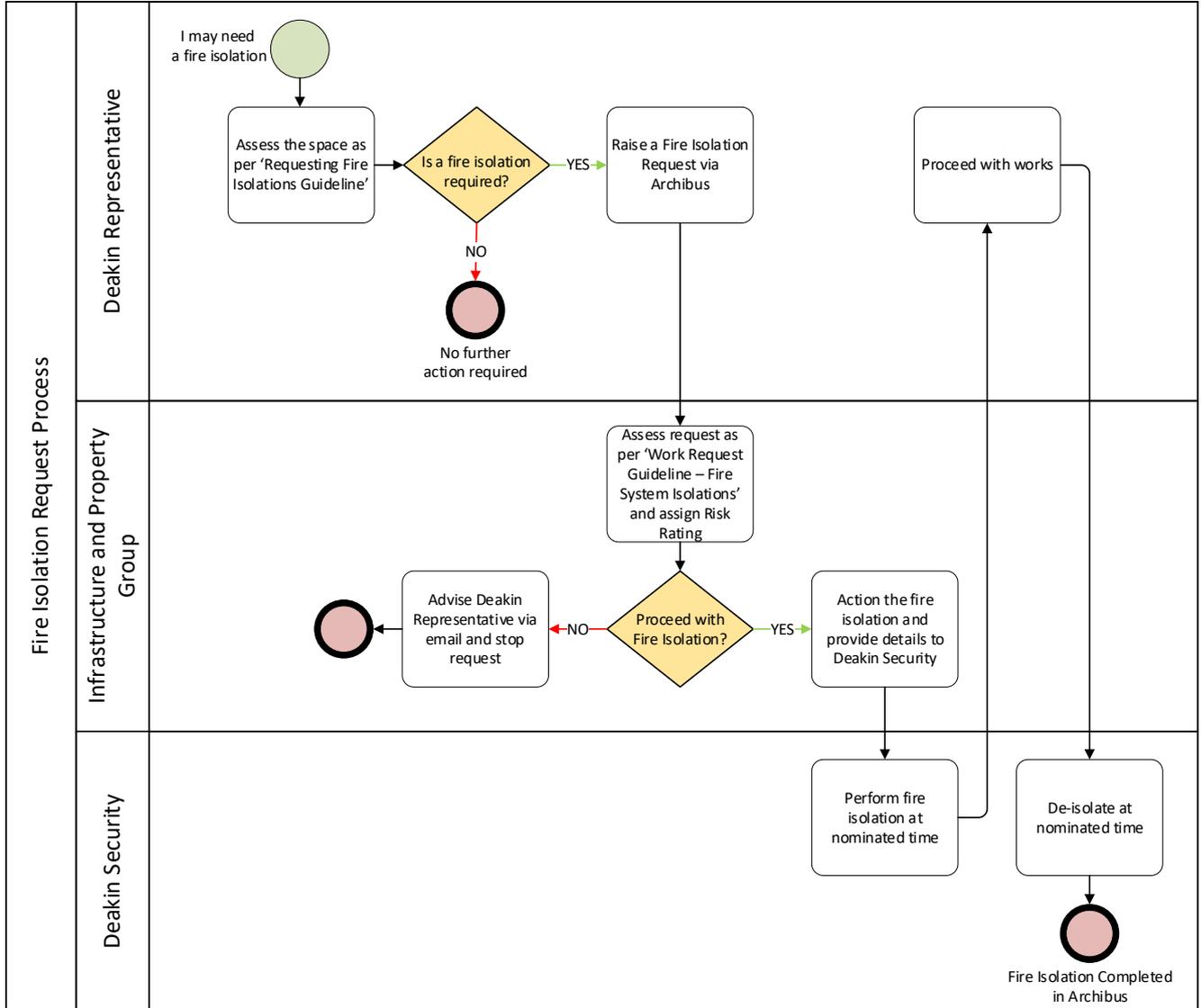
4.1. Assessing Fire Isolations

a. 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.

b. 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.

For advice on fire isolations, please seek clarification from the relevant contact noted in section 4.5 Contact Information.

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

4.2. Raising a Fire Isolation Request

There are three ways you can access Archibus to raise a Fire Isolation Work Request:

- Directly via the Archibus login page

    https://archibus.deakin.edu.au/archibus/login.axvw

- Via the Deakin web page

    https://www.deakin.edu.au/students/your-campus/infrastructure-and-property-group/work-request

    o   Select the Fire Isolation option
    o   Select the, 'go directly to Archibus' link

- Via Deakin Hub

    https://deakin365.sharepoint.com/sites/intranet

    o   Type 'work request' into the search bar
    o   Select the following result to open the Archibus login page:
        Maintenance (work) request; Submit a work request for maintenance, new work, fire isolation, signage, event space assessment and more.

To raise a Fire Isolation Work Request:

a.   Login to Archibus
b.   Select Report a Problem from the left-hand pane
c.   Select the 'Fire Isolation' Request Type
d.   Complete the request details

4.3. Actioning a Fire Isolation Request

The fire isolation request will be assessed by the Business Support Team in IPG. The BST Representative will contact the Deakin Representative if any information requires clarification, or if the request is rejected.

Upon approval of the request, a notification of work email will be sent to Deakin Security, Deakin Representative and stakeholders.

Deakin Security will then action the fire isolation request at the allocated time, and upon completion will complete the work request in Archibus.

4.4. Fire Isolation Request Rejections

Fire isolations will be rejected for the following reasons:

a.   Less than 48 hours (2 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 device (sensors) information.

c.   IPG has determined the isolation is not required.

    Examples of an isolation not being required:

    - There is only one sensor therefore capping could be used

- 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.

4.5. Contact Information

For advice on fire isolations, please seek clarification from the relevant contact below:

Request Type	Contact	Phone Number
All types	Contracts and Essential Safety Administrator	0427 493 781
All types, including capping of sensor queries	Maintenance Manager	0428 926 861
IPG construction works only	Regional Manager, Capital Projects	0488 282 626

5. Risk Rating Information

All isolations are allocated a risk rating of Low (L), Medium (M) or High (H) by the Infrastructure and Property Group. This information is provided as reference during the initial assessment of the space undertaken by the Deakin Representative or Contractor on their behalf.

Note: The following lists are examples only and are not exhaustive. For advice on fire isolations, please seek clarification from the relevant contact listed in Section 4.5 Contact Information.

5.1. Low Risk

Non-heat trades such as most carpentry, electrical and water-based paint works and plumbing works or any works that *do not* create the following:

- Significant dust
- Smoke
- Heat.

For low risk works that involve dusty works and less than 3 sensors, consider an alternative to isolating the fire detection system such as capping the sensors.

For advice on fire isolations, please seek clarification from the relevant contact listed in Section 4.5 Contact Information.

5.2. Medium Risk

Works that *involve* any of the following:

- Minor indirect heat trades
- Sanding
- Painting with oil-based paints
- Concrete coring works
- Carpet and vinyl glues
- Soldering
- Vinyl welding using a heat gun
- Use of a haze machine
- Using dry ice
- Plastering and sanding
- Steam cleaning or general cleaning using strippers
- Pest sprays
- Catering operations using electric hot boxes.

For medium risk works that involve dusty works and less than 3 sensors, consider an alternative to isolating the fire detection system such as capping the sensors.

For advice on fire isolations, please seek clarification from the relevant contact listed in Section 4.5 Contact Information.

5.3. High Risk

Works that *include* any of the following:

- Isolations covering greater than 50% of a building
- Isolations exceeding 12 hours in duration
- Any impairment to wet systems
- Direct flame or heat trades where the flame could catch fire to adjoining structure/s
- Data Centre works
- Water supply isolations
- Welding, brazing, grinding
- Open flame works
- Refrigeration recharging
- Pyrotechnics, sparklers or candles

For high risk works that involve dusty works and less than 3 sensors, consider an alternative to isolating the fire detection system such as capping the sensors.

For advice on fire isolations, please seek clarification from the relevant contact listed in Section 4.5 Contact Information.

6. 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

7. 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.