

# UC Denver Fire Alarm/Sprinkler Disable Request Form

( ) Place a check mark here if fire sprinkler outage is requested. Fire and Life Safety Officer or Campus Building Official signature is required: \_\_\_\_\_

( ) Place a check mark here if detectors are to be disabled overnight. Fire and Life Safety Officer or Campus Building Official signature is required: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Person requesting disable: \_\_\_\_\_

Jobsite Supervisor and Pager/Cell#: \_\_\_\_\_

Bldg/area to be disabled: \_\_\_\_\_

Date(s) bldg/area to be disabled: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Building/area to be disabled from (time) \_\_\_\_:\_\_\_\_ until \_\_\_\_:\_\_\_\_

Type of work: \_\_\_\_\_

**In the event of a fire in the disabled area, you are responsible for notifying University police @ (303) 724-4444 (911 from a campus phone).**

- All Smoke Detectors in the area of construction must be covered by requestor before work begins each day and uncovered by the requestor at the end of the work day.
- Requests must be submitted by 2:30 PM of the day prior to the date of requested disable.
- All outages to be done between the hours of 7:45 AM and 3:45 PM Monday through Friday unless requestor has made arrangements with Fire Command.
- If there is a local fire alarm system in the area of the requested outage (computer room, FM 200 System, etc.), it is the responsibility of the person requesting the disable to have that system disabled by owner before starting work and enabled after completing work.
- Confirm with Fire Tech that area has been disabled before you begin work and notify Facilities Management or Fire Tech before leaving jobsite.

**Facilities Management: (303) 724-1777**

**Dave Kemble's pager:  
(303) 266-5906**

**Mike Cohen's pager:  
(303) 266-9411**

**Gary Silva's pager:  
(303) 266-3599**

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Requestor's signature: \_\_\_\_\_

**Place completed outage request forms in the "Submit Completed Fire Alarm Disable Request Forms Here" mail slot at T36.CSB 2<sup>nd</sup> Floor Mail Box.**