University of Colorado Denver
Fire Alarm Disable Request Form for DDC

☐ 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: ____________________________________________________________

________________________________________________________________________

PERSON/GROUP REQUESTING DISABLE IS RESPONSIBLE FOR NOTIFYING DENVER FIRE DEPT IN THE EVENT OF A FIRE IN THE DISABLED AREA

- 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 Facilities Management that area has been disabled before you begin work and notify Facilities Management before leaving jobsite.

Facilities Management: (303) 315-7777

Keith Lemieux: (303) 591-6993        Newman Forrester: (720) 641-7992

Requestor’s signature: ______________________________________________________

Place completed outage request forms in the “Fire Alarm Outage Request” box in Suite 1300D LSC