

# Facilities Management Operating Policies and Procedures Manual

---

**Effective Date: 11-01-07**

**Policy Number: 04-19-004**

**Section: Facilities and Services**

**Subject: Red Tag Permit System**

---

## **Purpose:**

The Red Tag Permit System provides staff a clear understanding of the process to manage sprinkler systems impairments and fire alarms in the event the sprinkler system or fire protection systems must be taken out of service. This process was developed by FM Global and is used as a method to monitor and retain records of impairments and inform FM Global when impairments occur.

For the purpose of this policy Impairment is defined as: to change or restrict a building Fire Protection System from its normal mode of operation (auto).

## **When Planning Impairment:**

Before initiating the permit, follow these steps:

1. When possible plan to do the work when the facility is not operating.
2. Schedule to shut down hazardous processes, if possible
3. Plan to use temporary protections during impairment such as extra fire extinguishers, temporary sprinkler protection or charged hose lines.
4. Preparations should include having parts on hand and personnel available before attempting impairment.
5. Acquire a Red Tag Permit from the Preventive Maintenance Foreman in advance of impairment. In the event the Preventive Maintenance Foreman is unavailable a Skill Trades Foreman will issue the Red Tag Permit. In the event that this occurs after hours, then contact the duty person.

6. The Red Tag Permit will designate location of the facility and reason for impairment. It is authorized by Preventive Maintenance Foreman's signature or the acting Skilled Trades Foreman Signature.
7. The Preventive Maintenance Foreman will notify ASU Security (972-2093), Jonesboro Fire Department (932-2428) and FM Global (888-201-8943) of the impairment work and estimated time to repair the fire protection system.

### **During the Impairment:**

1. The Red Tag Permit should be hung in plain view, preferably in the sprinkler control area.
2. Project manager and/or team leader should have personnel stand by and available to restore the sprinkler system in case of a fire.
3. Upon completion of repairs, place fire protection system back into normal operating mode (auto).
4. Immediately return Red Tag Permit to Preventive Maintenance Foreman and inform him the system is back in full operation.
5. The Preventive Maintenance Foreman will notify ASU Security, Fire Department and FM Global that repairs/maintenance are complete and the system is back up in full operational status.

### **Emergency Impairments:**

If an emergency impairment occurs, staff should stabilize the situation and initiate the following:

1. Shut down hazardous processes.
2. Prohibit all hot work, including cutting and welding.
3. Assign personnel to patrol where fire protection is out of service.
4. Notify Preventive Maintenance Foreman for emergency Red Tag Permit. ( If not available, notify Skilled Trades Foreman).
5. The Preventive Maintenance Foreman will notify ASU Security, Jonesboro Fire Department and FM Global of the impairment work and estimated time to repair the fire protection system. If hot work (welding) is essential to complete emergency

impairment, Preventive Maintenance Foreman will discuss in advance with FM Global.

**After the Impairment:**

As soon as impairment work has been completed:

1. Promptly restore fire protection equipment to automatic service.
2. If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser.
3. Lock sprinkler control valves in the wide-open position.
4. Reset the alarm system and notify the central station, if applicable.
5. Immediately return Red Tag Permit to Preventive Maintenance Foreman and inform them that the system is back in full operation.
6. The Preventive Maintenance Forman will notify ASU Security, Jonesboro Fire Department and FM Global that repairs / maintenance are complete and the system is back up in full operational status.