SYSTEM IMPAIRMENT(S) REQUEST/NOTIFICATION PROCESS

SUMMARY:

The Office of Environmental and Emergency Management in collaboration with Facilities Operations and Services and Facilities Project Management endeavors to ensure the maximum reasonable degree of safety is maintained during construction, maintenance, and repair operations in all University of Massachusetts Lowell properties.

The purpose of this document is to outline the process for request and approval of impairments to any system of a building having an impact on an Environmental Health or Life Safety System. The goal being to implement the most feasible, efficient, and effective procedure for all to assure adequate process review and approval occurs in an effort to minimize risk and disruption to University business operations.

PROCESS:

The following process serves to assure clear communication is maintained while providing a framework to allow for maximum support of University endeavors by Facilities and EEM Staff:

1. **Locate the Form:** The System Impairment Request/Notification Form can be found on the Life Safety Systems Page of the UMass Lowell Environmental & Emergency Management Web Site www.uml.edu/eem/Life-Safety-Systems

2. **Project Manager Approval (if applicable):** If a Contractor (non-UMass Lowell staff) is requesting the impairment as part of a project, it is their responsibility to communicate the plans for impairment with their UMass Lowell Facilities Project manager and gain approval for the proposed date and reason prior to submitting the System Impairment Request/Notification Form to EEM. The UMass Lowell Facilities Project Manager is responsible for communicating and coordinating the requested impairment with...

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Facilities O&S, building occupants and end users, and other impacted parties prior to approving the contractor to submit for the System Impairment.

3. **Submit the Form:** The individual, department, or company desiring to impair a system affecting a safety system, shall complete the System Impairment Request/Notification Form and Submit to EEM by clicking the Submit button at the bottom of the form which will compose an email with form attached to Richard Wood and Richard Lemoine in EEM for review and approval. **NOTE:** a minimum of 3 University Business Days prior notice is required to maximize the ability to accommodate a request.

   - The request shall include a detailed description under the reason for impairment and/or shall include a detailed work plan outlining the process and safeguards to be employed to minimize risk during the impairment.

4. **EEM Approval:** Once received, EEM will review and act on the request within one University business day and issue a written approval to the requester with copies to all affected Facilities O & S staff and where applicable the assigned Facilities Project Manager.

5. **CAMIS Work Order:** For all impairment requested by non-UMass Lowell Staff, a work order request will be entered into the CAMIS work order system.
   - If not associated with a project, the work order shall be entered by Facilities O & S Staff.
   - For impairments associated with a project, the work order shall be entered by the Facilities Project Manager.
   - All CAMIS requests should be entered at least 48 hours prior to the impairment date to allow time for proper notification and coordination.

6. **UMBA Buildings:** If the impairment is in an UMBA Building and for a Fire Protection System, EEM will forward the impairment approval to FM Global at ENGBostonCustomerServiceDesk@fmglobal.com to comply with the FM Global Impairment notification requirement.

7. **Close out:** Upon restoration of the impaired system, the requester shall provide notification of the complete restoration via reply email to all listed parties to the impairment approval received.

**CONCLUSION:**

The University will manage impairments in its facilities in a coordinated, efficient, and safe manner providing for necessary safety and continuity of business operations.

**QUESTIONS, COMMENTS, CONCERNS, or RECOMMENDATIONS:**

Any questions or feedback can be directed to Environmental & Emergency Management Life Safety Systems Manager Richard Wood.