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ENVIRONMENTAL HEALTH & SAFETY

Policy No.: FS025	**Approved by: Mark Cavanaugh**
Title: Drum Drip Drain Inspection Procedure	**Date: 11/5/2019**
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Prepared by: Scott Miller	

I. PURPOSE
This policy/procedure establishes the proper steps for completing the inspection of Drum Drip Drains that may be part of dry-pipe sprinkler systems. Inspections are done two times a month between October and March. Weather conditions can vary the number and how often the inspections are conducted.

II. PERSONNEL AFFECTED
This procedure affects the Fire Safety Staff. Specifically, the drum drip drains associated with the dry-pipe sprinkler system located at the Medical Center Receiving and Recycle Docks, Saunders Research Building in the Penthouse, SBA loading dock and fraternity attic dry pipe systems.

III. DEFINITIONS
Drum Drip Drain - Dry System Auxiliary Drain, consists of a 1-inch valve located directly above a 2" x 12" nipple or equivalent and a 1-inch valve directly below the nipple with a 1-inch plug at the bottom of the assembly.

IV. RESPONSIBILITIES
The Fire Safety personnel conducting this inspection are responsible for following the proper procedures and for contacting Security when the test begins and ends.

V. EQUIPMENT
Necessary equipment may include a 4-foot step ladder, a 5-gallon bucket, small pipe wrench and channel locks depending on the system.

VI. PROCEDURES
A. Contact Public Safety (x5-3333) to inform them that testing is being done and the fire alarm panel to be bypassed for the system to be tested.
B. Disable the panel per the Fire Alarm Disconnect Reconnect Procedures.
C. Proceed to the drum drip valves for the dry pipe sprinkler system and close the top valve.
D. Verify that the bottom valve is also closed and remove the plug from the bottom of the drain assembly.
E. Slowly open the bottom valve so that any air and water in the barrel assembly will drain out.
F. Close the bottom valve.
G. Open the top valve a second time to allow any residual water to drain out of the system into the drain assembly.
H. Repeat this procedure until water ceases to discharge
I. Close the top valve.

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    J. Open the bottom valve.

    K. Once completed replace the plug, close the bottom valve

    L. Open the top valve.

    M. Return to the system control valve and if the air compressor is running wait until it stops.

    N. Slowly open the control valve to the full open position.

    O. Return to the fire alarm panel, verify that the tamper alarm has cleared and return all bypass functions to normal.

    P. Verify with Public Safety that their panel is also normal and advise them that testing is completed.

    Q. Record the date of the inspection on the Drum Drain test form found in the sprinkler section of the fire files.

VII.   DRUM DRIP LOCATIONS

    A. Medical Center loading dock dry system G-4806 has five (5) drains. Three (3) drains are located on the loading dock. One (1) drain is located in the corridor adjacent to the entrance of the autoclave area. One (1) drain is located on the Recycle Dock G-4941.

    B. Saunders Research Center dry system 5.202 with the drain in the plenum of 5.300M1.

    C. Golisano Children's Center dry system has three (3) drains. One (1) drain is located upper canopy north. One (1) drain is located upper canopy south. One (1) drain is located lower canopy.

    D. Susan B. Anthony loading dock dry system with the drain located in the rear corridor off the loading dock.

    E. Lovejoy Hall attic dry system with the drain located on the 4th floor behind the fire door in the center lounge by the kitchen.

    F. Sigma Chi House attic dry system with the drain located inside the 2nd floor attic access door.

VIII.   REFERENCES – N/A

IX. APPENDICES/FORMS

    A. Fire Alarm Procedures — G5600 Fire Alarm Panel

    B. Fire Alarm Procedures – Saunders Research Building

    C. Fire Alarm Procedures – Golisano Children's Center

    D. Drum Drip Drain Test Report – Medical Center

    E. Drum Drip Drain Test Report – Saunders Research Building

    F. Drum Drip Drain Test Report – Golisano Children's Center

    G. Fire Alarm Procedures – Susan B. Anthony Hall FACP

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H. Fire Alarm Procedures – Lovejoy Hall FACP
I. Fire Alarm Procedures - Sigma Chi House
J. Drum Drip Drain Test Report – Susan B. Anthony Hall
K. Drum Drip Drain Test Report - Lovejoy Hall
L. Drum Drip Drain Test Report – Sigma Chi House

X. REVISION HISTORY

Date	Revision No.	Description
1/18/2011	New	Initial development of this policy
3/28/2014	1	Addition of Saunders Research Building
1/24/2018	2	Addition of locations in Golisano Children's Center, Susan B. Anthony Hall and Sigma Chi House
6/3/2019	3	Addition of locations Lovejoy Hall and Sigma Chi House
11/5/2019	4	Clarification of procedures

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Appendix A
Fire Alarm Procedures — G5600 Fire Alarm Panel

<div style="text-align:center">

**Fire Alarm
Disconnect/Reconnect
Procedure**

</div>

Building Name: MC G5600 adjacent MC Gym
Fire Alarm Zones: 4700, 4800, 4900, 5600 areas and Autoclave Building
Room Number to Fire Alarm Panel: N/A Located in corridor
Key for Room to Fire Alarm Panel: N/A
Key to Get Into Fire Alarm Panel: PK 625 for Panel: CAT 45 for Bypass Panel
Old Unimode Panel FAP Key (Communications Only)

Panel Type: FAST IRC 3

Notes:

There are four Bypass switches on this panel. The first switch will bypass everything (doors, AVs and fan operations). The other three switches are for individual bypass purposes. Use all four unless testing something specific.
Fire alarms will appear on both the middle and lower panels. All alarms are reset from the middle panel by pushing the reset button.

Disconnect:
1. Notify Public Safety
2. Use key to open FA panel
3. Open main control panel
4. Open small panel directly below main panel to gain access to Bypass features
5. Move all four (4) labeled switches to the up position
6. 1-disable all, 2-door disable 3-horn strobe disable 4- fan disable
7. Acknowledge each of the above by pushing the Next/Acknowledge button on the fair alarm panel (middle panel, left side)
8. Push trouble silence button

Reconnect:
1. Use key to open FA panel
2. Reset any fire alarms
3. Move above listed switches to down position
4. Acknowledge all fire alarm restorals by pushing the Next/Ack button until panel stops beeping
5. Trouble light will clear
6. Secure panel
7. Notify Public Safety that FA panel is now active and to follow normal FA protocol

System operates as follows:
- Minimax 3000 Spark Detection and Extinguishing system in the MC Carpenters Shop triggers the IR Spark Detection sensors with a bright flashlight.
- Minimax control panel immediately flashes RED indicating a fire.
- Also, as long as you keep the flashlight on the sensor the panel also flashes Yellow. This Yellow indicates the sprinkler valve is open to extinguish any fire in the duct. Verify the solenoid on the valve is operating correctly. When removing the flashlight from the sensor, the valve shuts and the Yellow light turns off. The Minimax panel needs to be reset to stop the RED light from flashing.
- The fire alarm correctly reports to the G5600 fire panel.
- The dust exhaust fan immediately shuts down when the IR Spark Detectors are triggered.

4/23/15

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Appendix B
Fire Alarm Procedures – Saunders Research Building

> **Fire Alarm**
> **Disconnect/Reconnect**
> **Procedure**

Building Name: Saunders Research Building
Clinical Translational Sciences Building
Fire Alarm Zones: Entire Building (Basement through Pent House)
Room Number to Fire Alarm Panel: 1.105
Key for Room to Fire Alarm Panel: Card Access
Key to Get Into Fire Alarm Panel: Simplex B Key

Panel Type: Simplex 4100U

> **Notes:**

BYPASS Features: Audio Bypass, Strobe Bypass, Door Holder Bypass, Fan/Damper Bypass, Elevator Bypass, PA Bypass(Building PA System), Lighting Bypass(Green building, lights adjust, will come on full at FA in some areas), Door Access Bypass.
In order to test the atrium smoke detectors (9) and the detector in the front entrance vestibule you will need to obtain assistance from MCFM as a man lift or very tall ladder is needed. Detectors can be reached from floor level using the longest extension pole and two other extensions with a magnet but this is difficult and need good arm strength. If using solo smoke cup use man lift as poles extended that far are too hard to hold and control.
To do any type of work on the panel other then acknowledging or resetting you must be at Level 3. See below.

Disconnect:
1- Contact University Security Communications Center at 5-3333 (275-3333) and advise them that you will be working on the system and give details as to the work you will be doing and what type of alarms that may be caused—trouble, etc.
2- Push the MENU button. Change Access Level? Message will come up on the LED screen. Push the ENTER button.
3- Current Access Level=1 message will come up on LED screen. Push the #1 button to Log-into the system.
4- LED screen will read Enter Pass Code. Push the number 3 button 3 times--333 followed by the enter button.
5- Access granted message will come up on the LED screen followed by message reading Current Access Level=3 message.
6- Push the buttons, located to the left and bottom to the right, for every function you wish to bypass. Functions listed above.
7- Yellow Trouble light will flash. Push the Trouble ACK button located under the flashing light until the light stops flashing.
8- Push the C/Exit Button a couple of times. LED screen should show TRBL+ the number of items in trouble
9- Proceed with your work.

Reconnect:
1- After completing work, reset any fire alarms that may be on the panel, by pressing the Alarm Silence button followed by the Alarm Reset button which will start the reset procedure. Once reset is complete proceed to step #2.
2- Push the Menu button. Change Access Level? message will come up on screen. Push ENTER button.
3- Current Access Level=1 message will come up on screen. Push #1 key on keypad to Log into system.
4- Enter Pass Code followed by Enter message will come up on screen. Push number 3 button 3 times (333) followed by Enter button.
5- Access granted. Current Access Level=3 message will come up on LED screen.
6- Push Bypass buttons, one at a time, to clear troubles and return bypassed functions to normal. LED light next to bypass function will go out.
7- Push the Menu button. Change Access Level? message will come up on LED screen. Push the #2 key, to log-out of the system and to return to Level 1. Push Enter button.
8- Push the C/Exit button to return the LED screen to the Normal position.
9- Verify with Security that all alarms and troubles have cleared and that they show a clear panel.

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Saunders Research Building (CTSB)
Fire Alarm Connect/Disconnect Procedures
Page 2

To Disable or Enable a point in Fire Alarm:
If a device in fire alarm can't be reset and you want to disable the point follow this procedure.

1- Push Alarm Silence button to silence all audible and visual devices.
2- Push MENU button. Change Access Level? Msg. will come up on LED screen. Push ENTER button.
3- Current Access Level=1 message will come up on screen. Push the #1 key on keypad to log into the system. Push ENTER button
4- Enter Passcode followed by Enter message will come up on screen. Push 333 on keypad followed by Enter button.
5- Access granted. Current Access Level=3 message will come up on LED screen.
6- Push the CLEAR button to return to normal screen.
7- Push the ALARM acknowledge button to recall the point in fire alarm to the screen. Make note of the Map net number and point number of the device.
8- Push the DISABLE button.
9- LED screen will ask for the map net number of the device to be disabled. Enter the Map net number and point number of the device.
10- Push Disable Button, Enter Button, and then Trouble Acknowledge button.
11- Device message will show Trouble Disabled.
12- Push Trouble Acknowledge button until panel stops beeping.
13- Reset Fire Alarm by pushing Alarm Silence button and then Alarm Reset button.

To enable a disabled point:
1- Follow steps 1 through 5 under reconnect procedure above.
2- Push Trouble button until message for point to be enabled comes up on the screen.
3- Push Enable button.
4- Msg. on screen will read device will enable (or alarm) in 60 seconds and count down for 60 seconds.
5- If msg. reads device will enable, then device will be enabled after 60 seconds. Push trouble acknowledge until panel stops beeping.
6- If msg. reads device will alarm, then fire alarm will activate after 60 seconds. Push the disable button to stop the enabling function. Device will remain disabled.
7- If device not going to alarm message will show device enabled after the 60 seconds are up and trouble will clear.

To Disable Point Not in Fire alarm:
You must be in Level 3 (above actions) and have the map net number for the device to be disabled in order to do this operation. Refer to attached points list for point numbers.
1- Notify University Security that you will be disabling a particular point number and why it is being disabled.
2- Go to Access Level 3. Steps above.
3- Push Disable button. Message will come up asking for map net number to be disabled.
4- Press the #6 button. LED screen will read MAP NET Device: M_ _ _
5- Using the key pad press the corresponding number keys for the device to be disabled. (M2-50 as an example). Press enter button.
6- Action taken message will flash on screen. Message will come up showing device, point number and Disable Trouble on screen. Amber trouble light will be flashing and panel will beep.
7- Push Acknowledge Trouble button until trouble light goes solid amber.
8- To confirm that the device has been disabled press the Trouble Acknowledge button until message for that devices comes up on the screen. Message will give device information and Disable Trouble.
9- Proceed with work.

To Enable Disabled Point:
See above for enabling a disabled point.

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Appendix C
Fire Alarm Procedures – Golisano Children's Center

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**Fire Alarm Systems
Disconnect & Reconnect
Procedure**

</div>

Building Name: Golisano Children's Tower (GCT)

Fire Alarm Zones: Basement to eighth floor and Penthouse

Room Number to Fire Alarm Panel: G.1150C

Key for Room to Fire Alarm Panel: UR ID

Key to Get Into Fire Alarm Panel: Simplex B

Panel Type: Simplex 4100ES

Notes:

- This building reports to Security through the Simplex True-Site network

Disconnect:
1. Notify Security regarding your work
2. Open the right side panel
3. Press MENU then 1 then 333 then ENTER for the system login (level 3)
4. Press the 5 buttons on the left side to bypass
5. Press ALARM ACKNOWLEDGE for each item by passed
6. Proceed with the work or testing

Reconnect:
1. Open the panel
2. Reset any fire alarms present by pressing the SYSTEM RESET
3. As alarms clear, press the ALARM ACKNOWLEDGE button for each cleared alarm
4. Once the alarms are cleared, login into the system
5. Press the 5 buttons on the left side to return to normal
6. Press ALARM ACKNOWLEDGE for each item by passed
7. Close the panel
8. Notify Security that work is complete

Additional Notes:

DUCT DETECTORS
All duct detectors report to the Simplex fire panel as Supervisory condition alarms and will shut down air handlers, close smoke dampers or both as programmed

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ELEVATORS

-Elevators will recall to the 1ˢᵗ floor (Primary) or Ground floor (Alternate) upon activation of smoke detectors in the elevator lobbies, shafts, or elevator machine rooms. The fire alarm must be reset before the elevators can be returned to service using the UTF reset key.

HEAT DETECTORS

-These devices, located in the elevator machine room and service shaft, within 24 inches of a sprinkler head will shunt trip the elevator motors 90 seconds after activation of the Heat Detector. The fire alarm must be reset before the elevators can be returned to service. Special contact to Otis Elevator may be required in order to check the motorized equipment.

SMOKE & FIRE DOORS

-Upon an activation of any fire alarm in GCT, All smoke & fire doors that are held open by the fire alarm system will close on the floor of the alarm and a floor above and below where the fire alarm originated. The fire alarm must be reset before power is re-stored to the hold open devices. The WON door between ACC and GCT will close on activation of a fire alarm in ACC/ACF and/or GCT first floor. To reset (open) WON door reset the fire alarm. From the GCT side of the WON door press black reset button on door. Than press, the green vertical bar. The WON door will retract into the "pocket"

CO DETECTORS TESTING (SYSTEM DEVICES)

Log into panel.

1. Must be in level 3 to test. Follow steps to gain access to level 3. Push Clear button to get back to main led screen.
2. Press MENU button. Change Access Level? Message will come up on screen.
3. Push PREVIOUS button to reach the DIAGNOSTIC FUNCTIONS feature message on the LED screen.
4. Press ENTER button.
5. Press PREVIOUS button to reach message reading DISABLE CO ALGORITHMS DISABLE message on LED screen.
6. Press ENTER
7. Push OFF DISARM button on panel.
8. Press ENTER
9. Push Acknowledge Trouble button and message reading IDNET CO ALGORITHMS ABNORMAL will come up on the LED screen.
10. Proceed with testing of CO detectors. Spray a small amount of CO into test port on detector. Detector will beep 4 times until test material clears.
11. Led message will show a supervisory alarm with the location of the CO detector on the panel. (The MAPNET address will be the same as the Smoke Detector).
12. When testing is completed. Reset panel as you would fire alarm. Supervisory alarms for CO detectors will clear.
13. Log in panel
14. Must be in level 3 to test. Follow steps to gain access to level 3. Push Clear button to get back to main led screen.
15. Press MENU button. Change Access Level? Message will come up on screen.
16. Push PREVIOUS button to reach the DIAGNOSTIC FUNCTIONS feature message on the LED screen.
17. Press ENTER button.
18. Press PREVIOUS button to reach message reading ENSABLE CO ALGORITHMS DISABLE message on LED screen.
19. Press ENTER
20. Push ON ARM button on panel.
21. Press ENTER
22. Push Acknowledge Trouble button and message reading IDNET CO ALGORITHMS NORMAL will come up on the LED screen.

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Appendix D
Drum Drip Drain Test Report – Medical Center

A	B	C	D	E	F	G	H	I
LOCATION	Jan #1	Jan #2	Feb #1	Feb #2	Mar #1	Mar #2	April #1	April #2
Medical Center Receiving Dock								
Inspector								
Receiving Dock East #1								
Receiving Dock Center #2								
Receiving Dock West #3								
Hall @ G-4900 Trash dock entrance								
Trash Dock West End								
Comments								

LOCATION	Oct #1	Oct #2	Nov #1	Nov #2	Dec #1	Dec #2		
Medical Center Receiving Dock								
Inspector								
Receiving Dock East #1								
Receiving Dock Center #2								
Receiving Dock West #3								
Hall @ G-4900 Trash dock entrance								
Trash Dock West End								
Comments								

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Appendix E
Drum Drip Drain Test Report – Saunders Research Building

LOCATION	Jan #1	Jan #2	Feb #1	Feb #2	Mar #1	Mar #2	April # 1	April #2
Pent House Plenum 5300M1								
Inspector								
SRB Penthouse Plenum 5-300M1								
Comments								
LOCATION								
Pent House Plenum 5300M1								
Inspector								
SRB Penthouse Plenum 5-300M1								
Comments								

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Appendix F
Drum Drip Drain Test Report - Golisano Children's Center

LOCATION Lower canopy drum drip	January #1	January #2	February #1	February #2	March #1	March #2	April #1	April #2
Josh Welch								
George Blackman								
Rich Scalzo								
Comments								

LOCATION Lower canopy drum drip	September #1	September #2	October #1	October #2	November #1	November #2	December #1	December #2
Josh Welch								
George Blackman								
Rich Scalzo								

LOCATION GCT upper canopy north drum drip	January #1	January #2	February #1	February #2	March #1	March #2	April #1	April #2
Josh Welch								
George Blackman								
Rich Scalzo								
Comments								

LOCATION GCT upper canopy north drum drip	September #1	September #2	October #1	October #2	November #1	November #2	December #1	December #2
Josh Welch								
George Blackman								
Rich Scalzo								

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LOCATION Upper canopy south drum drip	January #1	January #2	February #1	February #2	March #1	March #2	April #1	April #2
Josh Welch								
George Blackman								
Rich Scalzo								
Comments								

LOCATION Upper canopy south drum drip	September #1	September #2	October #1	October #2	November #1	November #2	December #1	December #2
George Blackman								

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Appendix G
Fire Alarm Procedures – Susan B. Anthony FACP

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**Fire Alarm
Disconnect/Reconnect
Procedure**

</div>

Building Name: Susan B. Anthony (SBA) and Danforth Dining Center
Fire Alarm Zones: Entire Building
Room Number to Fire Alarm Panel: Fire Command center behind the I.D. office
Key for Room to Fire Alarm Panel: "J" Key
Key to Get Into Fire Alarm Panel: B

Panel Type: Simplex 4100U

Notes:

Fire alarm panel must be reset after activation of every 10 fire alarms so that full display message will show on LED screen,

    Log in/out: When logged in, you will remain logged in for 10 minutes unless buttons on the panel are pressed, otherwise it times out and automatically un-log's user from level 3.

    Troubles. Press the trouble acknowledge button twice to silence each trouble.

    Smoke Doors. Smoke/fire doors will close upon any alarm in the building.

Disconnect: Must be logged in at Level 3 on the fire alarm panel to use this procedure.
1. Notify the Security Communication Center (5-3333) that you will be working on panel.
2. Open interface panel access door.
3. Press <MENU>key.
4. LED display will read, "Change Access Level?"
5. Press <1> key on number pad.
   6. LED display will read, "Enter a Pass code followed by <ENTER>
7. Enter the Level 3 Pass code 333 on keypad.
8. Press <ENTER> key.
9. LED display will read, "ACCESS GRANTED"
10. After a brief pause LED display will read, "CURRENT ACCESS LEVEL = 3"
11. To the left of the LED screen are Disconnect Feature Buttons for the audio circuits, the visual circuits, and the doors in the building. Press each button one at a time.
12. After each button is pressed the yellow trouble light will light and flash and the panel will buzz.
13. Push the TBL ACK button until the panel stops buzzing.
14. Repeat Steps 11 through 14 until all features to be disconnected have been disconnected.
15. Once panel stops buzzing push the TBL ACK button again. The LED display will show a message for each disconnected feature.
16. Once all required features are disconnected press the <CLR> key two times. The LED display will show the system status.
17. Proceed with work.

Reconnect:
Reset any fire alarms present on panel.

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Open interface panel access door.
Press <MENU> key.
LED display will read "Change Access Level?"
Press <ENTER> key.
LED display will read "Enter a Pass code followed by <ENTER>
Enter the Level 3 Pass code   333 on keypad.
Press <ENTER> key.
LED display will read "ACCESS GRANTED"
After a brief pause LED display will read "CURRENT ACCESS LEVEL = 3"
Press the TBL ACK button to acknowledge troubles until panel stops buzzing.
Press the button next to each Disconnect Feature, located to the left, to be reconnected.
Verify that all trouble lights are off.
Contact Security Communications Center (5-3333) to verify that their panels are clear and to notify them that your work is complete.

Walk Test:

Log in on level 3, using procedure for disconnecting from above.
Press "menu" button to enter menu, then press "next" or "previous" button to scroll.
Scroll until you get to "walk test", then press "enter".
Scroll with the "next" / "previous" buttons through the various walk test groups and press "enter" for each group you want to enable for walk test.
This enable the tester to test any device without having to reset after 10 alarms and reports all alarms tested as a trouble, it also records all devices tested in the trouble history log, which can be found in the menu.
Before testing, clear the trouble log, so only devices tested are recorded in the log.

Student rooms are system locals with sounder bases. Smoke will cause a local alarm and send a Supervisory condition to Dispatch. Smoke and Heat combined will cause a Fire alarm condition and alarm the building as well as report as a F/A.

Building Smoke detectors are correlation point detectors. First sign of smoke only places the panel in verification, if the smoke clears, as does the verification, if the smoke persists a building alarm is sounded and transmitted. Heat will cause an immediate alarm sounded and transmitted, and a combination of smoke and heat will cause an immediate alarm sounded and transmitted.

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Appendix H
Fire Alarm Procedures – Lovejoy Hall FACP

<div style="text-align:center">

**Fire Alarm
Disconnect/Reconnect
Procedure**

</div>

Building Name: Lovejoy Hall (card access to building)

Fire Alarm Zones: Entire building

Room Number to Fire Alarm Panel: 2nd Fl. By room 205

Key for Room to Fire Alarm Panel: "J" key

Key to Get Into Fire Alarm Panel: CAT 45

Panel Type: FAST IRC 3

Notes:

Room smoke detectors send alarm to Security and audibles at individual detector but do not activate building alarm. Detector will not restore until fire alarm panel is reset. Area smoke detectors send alarm to Security and activate building alarm.

Disconnect:
1. Notify Security
2. Use key to open FA panel
3. Move toggle switches to bypass
4. 1-horns 2-strobes 3-AHU/exhaust fans 4-door holders & alarms to Security
5. Switch to no signals
6. Acknowledge each of the above - next/ack button
7. Silence trouble

Reconnect:
1. Use key to open FA panel
2. Reset any fire alarms
3. Move above listed switches to middle position
4. Acknowledge restorals - next/ack button
5. Trouble clears
6. Secure panel
7. Notify Security that FA panel is now active and to follow normal FA protocol

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Appendix I
Fire alarm Procedures - Sigma Chi House

> **Fire Alarm**
> **Disconnect/Reconnect**
> **Procedure**

Building Name: Sigma Chi
Fire Alarm Zones: Entire Building
Room Number to Fire Alarm Panel: Main Foyer
Key for Room to Fire Alarm Panel: None
Key to Get Into Fire Alarm Panel: B

Panel Type: Simplex 4100U

> **Notes:**

Fire alarm panel must be reset after activation of every 10 fire alarms so that full display message will show on LED screen and on printer,

Log in/out: When logged in, you will remain logged in for 10 minutes unless buttons on the panel are pressed, otherwise it times out and automatically un-log's user from level 3.

Troubles. Press the trouble acknowledge button twice to silence each trouble.

Smoke Doors. Smoke/fire doors will close upon any alarm in the building.

Disconnect: Must be logged in at Level 3 on the fire alarm panel to use this procedure.
1. Notify the Security Communication Center (5-3333) that you will be working on panel.
2. Open interface panel access door.
3. Press <MENU>key.
4. LED display will read "Change Access Level?"
5. Press <1> key on number pad.
   7. LED display will read "Enter a Pass code followed by <ENTER>
6. Enter the Level 3 Pass code 333 on keypad.
7. Press <ENTER> key.
8. LED display will read "ACCESS GRANTED"
9. After a brief pause LED display will read "CURRENT ACCESS LEVEL = 3"
10. To the left of the LED screen are Disconnect Feature Buttons for the audio circuits, the visual circuits, and the doors in the building. Press each button one at a time.
11. After each button is pressed the yellow trouble light will light and flash and the panel will buzz.
12. Push the TBL ACK button until the panel stops buzzing.
13. Repeat Steps 11 through 14 until all features to be disconnected have been disconnected.
14. Once panel stops buzzing push the TBL ACK button again. The LED display will show a message for each disconnected feature.
15. Once all required features are disconnected press the <CLR> key two times. The LED display will show the system status.
16. Proceed with work.

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Reconnect:

Reset any fire alarms present on panel.

Open interface panel access door.

Press <MENU>key.

LED display will read "Change Access Level?"

Press <ENTER> key.

LED display will read "Enter a Pass code followed by <ENTER>

Enter the Level 3 Pass code 333 on keypad.

Press <ENTER> key.

LED display will read "ACCESS GRANTED"

After a brief pause LED display will read "CURRENT ACCESS LEVEL = 3"

Press the TBL ACK button to acknowledge troubles until panel stops buzzing.

Press the button next to each Disconnect Feature, located to the left, to be reconnected.

Verify that all trouble lights are off.

Contact Security Communications Center (5-3333) to verify that their panels are clear and to notify them that your work is complete.

Walk Test:

Log in on level 3, using procedure for disconnecting from above.

Press "menu" button to enter menu, then press "next" or "previous" button to scroll.

Scroll until you get to "walk test", then press "enter".

Scroll with the "next" / "previous" buttons through the various walk test groups and press "enter" for each group you want to enable for walk test.

This enable the tester to test any device without having to reset after 10 alarms and reports all alarms tested as a trouble, it also records all devices tested in the trouble history log, which can be found in the menu.

Before testing, clear the trouble log, so only devices tested are recorded in the log.

Student rooms are system locals with sounder bases. Smoke will cause a local alarm and send a Supervisory condition to Dispatch. Smoke and Heat combined will cause a Fire alarm condition and alarm the building as well as report as a F/A.

Building Smoke detectors are correlation point detectors. First sign of smoke only places the panel in verification, if the smoke clears, as does the verification, if the smoke persists a building alarm is sounded and transmitted. Heat will cause an immediate alarm sounded and transmitted, and a combination of smoke and heat will cause an immediate alarm sounded and transmitted.

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Fraternity Houses Fire Alarm System Device Logic

FRATS Alarm Output:	Fire Alarm	Supervisory Alarm	3 code Temporal Building wide A/V's and all Sounder Bases	3 code Temporal Sounder Bases within same sleeping or dwelling unit	Off premis Supervisory alarm to Security	Off premis Fire Alarm to Security	Door Closers/release, elevator recall, fan shutdown
Initiating Devices							
Manual Pull	X		X			X	X
Water Flow	X		X			X	X
Smoke	X		X			X	X
Sounder Base Smoke		X		X	X		
Sounder Base Smoke Algorithim	X		X			X	
Sounder Base and Integral Heat	X		X	X		X	X
Heat	X		X			X	X
Kitchen Hood	X		X			X	X
Tamper Switch		X			X		
Dry Sprinkler Low Air Pressure		X			X		
Carbon Monoxide		X		X (Steady Sounder)	X		

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Appendix J
Drum Drip Drain Test Report - Susan B. Anthony

Susan B. Anthony Loading Dock Dry System
Drum Drip Inspections   2018

LOCATION Susan B Anthony Loading Dock	Jan #1	Jan #2	Feb #1	Feb #2	Mar #1	Mar #2	April #1	April #2
Inspector								
Service Corridor Hallway								
LOCATION	Oct #1	Oct #2	Nov #1	Nov #2	Dec #1	Dec #2		
Susan B Anthony Loading Dock								
Inspector								
Service Corridor Hallway								
Comments								

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Appendix K
Drum Drip Drain Test Report - Lovejoy Hall

Lovejoy Attic Dry System
Drum Drip Inspections   2018

LOCATION	Jan #1	Jan #2	Feb #1	Feb #2	Mar #1	Mar #2	April #1	April #2
4th Floor Center Hall Behind Door								
Inspector								
Attic Dry System Drum Drip								
LOCATION	Oct #1	Oct #2	Nov #1	Nov #2	Dec #1	Dec #2		
4th Floor Center Hall Behind Door								
Inspector								
Attic Dry System Drum Drip								
Comments								

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Appendix L
Drum Drip Drain Test Report - Sigma Chi House

Sigma Chi Attic Dry System
Drum Drip Inspections   2018

LOCATION Access Door Second Floor Hall	Jan #1	Jan #2	Feb #1	Feb #2	Mar #1	Mar #2	April #1	April #2
Inspector								
Attic Dry System Drum Drip								
LOCATION **Access Door Second Floor Hall**	Oct #1	Oct #2	Nov #1	Nov #2	Dec #1	Dec #2		
Inspector								
Attic Dry System Drum Drip								
Comments								