



## **Waterfront Properties Fire Systems Disabling & Hot Work Permit Policy**

Cadillac Fairview Corporation Limited has consistently held safety, security and an effective work environment as priority issues. Services performed by contractors, whether on behalf of Cadillac Fairview or tenants are linked to this priority.

### **Policy**

1. In projects where there is a General Contractor, application for a permit to perform hot work or disable a fire or water system in whole or in part, must be made by the General Contractor on the prescribed CF form, faxed to Operations at 604.646.8025 and received between 8:00 a.m. to 9:00 a.m., Monday to Friday and at least 48 hours prior to the commencement of the planned work. Please note that applications received between 8:00 a.m. to 9:00 a.m. will be dealt with the same day. Applications received after the indicated time will be reviewed on the following day.
2. Contractors will not commence work in relation to Yellow Tag - Hot Work or Red Tag - Fire System Disabling or Blue Tag – Mechanical, Electrical, and Security Access Control Systems until the appropriate permit is posted at the work site by security.
3. Whole fire alarmed zones must not be left unprotected without consideration to mitigating liability and returned to normal operation as soon as possible.
4. Whenever possible sprinkler systems must be isolated using a Blank ("Pancake") in the line and the rest of the zone refilled. Contractor must verify the size of the Blank required and supply the correct one(s).

### **Definitions:**

#### **Yellow Tag -Hot Work**

Any work or procedure which will use open flame and or produce sparks or heat and has the potential to cause fire will be deemed to be Hot Work and a CF approved applications is mandatory.

Hot Work will include but is not limited to Welding, Brazing, Grinding, Cutting and Soldering.

#### **Red Tag – Fire Systems Disabling**

Any work or procedure other than Hot Work which may cause the Fire Alarm System to Activate is deemed to be a Red Tag procedure and a CF approved application is mandatory.

Red Tag work will include but is not limited to Disabling and Enabling Fire Sprinkler system, Maintenance or Repair or Enhancements to the Fire Alarm System, Dust or Smoke producing procedures in proximity to Smoke Detectors.

#### **Fire Watch Service**

A person who has been assigned specific responsibility to maintain a constant or a defined periodic of visual observation of a designated area for the purpose of reporting a potential or actual fire. Please note a fire watch is needed during times a fire detection system is disabled and has to be requested by the contractor.

5. Yellow Tag - Hot Work applications must demonstrate consideration for the following requirements where applicable:
  - a. Ability to suppress fire i.e. Ready access to fire extinguishers and or fire hoses.
  - b. Flammable liquids are shielded by a fire retardant cover or are removed from the area.
  - c. At least one contractor personnel on site at all times during the permit period, including meal brakes and performing a Fire Watch Service or other Fire Watch Services have been arranged.
6. Red Tag – Fire Systems Disabling applications must demonstrate consideration for the following requirements where applicable:
  - a. Alternate methods of raising a fire alarm are available.
  - b. Alternate means of hearing a fire alarm are available.
  - c. Alternate means of suppressing a fire are available.
  - d. Shielding and or elimination of hazardous materials has been arranged.
  - e. Fire watch has been arranged.
7. Work involving disabling and enabling a fire protection system at Waterfront Properties must be scheduled outside of the normal business hours listed below:

#### Office

Building	Hours
Waterfront Centre - 200 Burrard	6:00 a.m. – 6:00 p.m.
PricewaterhouseCoopers Place - 250 Howe	6:00 a.m. – 6:00 p.m.
Granville Square – 200 Granville	6:00 a.m. – 6:00 p.m.
The Station – 601 West Cordova	6:00 a.m. – 6:00 p.m.

#### Retail Areas

##### Waterfront Centre – 200 Burrard

Days	Hours
Monday to Saturday	9:30 a.m. – 5:30 p.m.
Sunday and Holidays	12:00 p.m. – 5:00 p.m.

##### The Station – 601 West Cordova

Days	Hours
Monday to Friday	5:15 a.m. – 1:15 a.m.
Saturday	5:57 a.m. – 12:17 a.m.
Sunday and Holidays	7:27 a.m. – 12:17 a.m.

Note: Hours are subject to change – always confirm

8. Work involving X-Rays must be done between 2:00 a.m. – 6:00 a.m., subject to Cadillac Fairview approval. Drawings documenting all areas affected by the X-Ray must be provided along with written explanation of safety precautions that will be taken to ensure no encroachment of the affected areas while x-rays are in progress. Work Permit application for X-Rays need a minimum 48 hours for approval along with all documents indicated above.
9. Electrical Panel  
Use the existing 120/208 volt, 3 phase, 4 wire panel boards in Main Electrical Room. Division 16 to allocate one existing panel for this scope of work and ensure that no circuits on this panel will be shared by any other tenant spaces, vacant or occupied, refer to Single Line Diagrams. Allow for survey of existing circuits to determine load on each one. Circuit numbers on drawings are intended to show grouping of loads or loads which require dedicated circuits. Where a new or relocated device is to be connected to an existing device, the circuit number is shown on both.

Circuit numbers do not correspond to free spaces in panel boards. Actual circuits used must be from panel indicated. Record any circuit changes on As-built drawings.

**Exceptions to this policy must be approved in writing by CF management. Infractions of the Waterfront Properties fire system disabling and hot work permit policy may result in the contractor being denied the privilege of working at Waterfront Properties.**