


<b>POLICY:</b>			<b>NUMBER:</b>
<b>BREACHES IN FIRE SEPARATIONS</b>			WP- 49
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<b>PREPARED BY:</b>	<b>AUTHORIZED BY:</b>	<b>CLASSIFICATION:</b>	<b>EFFECTIVE:</b>
Facilities Management (FM)	 Lynn Logan	Work Procedure	July 1, 2015
			<b>SUPERSEDES:</b>
			June 1, 2004
<b>PURPOSE:</b>			
To outline the responsibility of staff and contractors of Western University with respect to breaches in Fire Separations.			
<b>BREACHES IN FIRE SEPARATIONS:</b>			
<ol style="list-style-type: none"> <li>1. The Building Code and Ontario Fire Code shall be adhered to when applying this work procedure.</li> <li>2. If, through the course of maintenance, construction, or cable installation, it is necessary to create holes or openings in smoke walls, fire walls, suite separations, floors, or any other fire separation, the individual responsible for creating the hole or opening will repair the hole or opening immediately with material meeting the separation requirements. If the repair to the hole or opening cannot be completed immediately, the individual responsible for creating the hole or opening must contact their supervisor or project manager to ensure that corrective action is taken. If the repair cannot be made immediately, Western University Fire Safety shall be notified.</li> <li>3. During renovation projects, staff will ensure that no holes or openings in fire and smoke separations are present before a project is considered complete. The project coordinator is responsible for ensuring that all holes or openings are patched with the appropriate and approved material and that any utility or object that penetrates a fire separation has been approved.</li> <li>4. If, through the course of renovation, maintenance or cable installation holes or openings are discovered, these holes or openings are to be documented and reported to Client Services and Fire Safety for remedial action to correct the deficiency.</li> <li>5. Project Coordinators will ensure that contractors and others who create holes or openings in fire and smoke separations will repair the holes or openings before release of payment is made.</li> </ol>			