WFBMC ENGINEERING		
ABOVE CEILING WORK PERMIT PROGRAM		
	POLICY # ENG-13	
Approved by: Steve Holladay/	Effective Date: August 24, 2012	
Director of Engineering	Revised Date:	

## **PROGRAM**

This program and procedure is intended to protect employees, patients and visitors at Wake Forest University Baptist Medical Center (WFBMC) from fire hazards.

The program of Wake Forest Baptist Medical Center is to ensure that all fire rated walls and smoke partitions are properly maintained and sealed above the ceiling spaces during any renovation, construction, installation by WFBMC Employees and approved contractors.

WFBMC Departments and approved contractors are expected to comply with hospital policies, procedures and regulations that apply whenever work is performed above the ceiling.

#### **PURPOSE**

To develop a controlled system for Above Ceiling Work (ACW) which will preserve the integrity of the fire rated walls and smoke partitions for work performed by Wake Forest Baptist Medical Center employees and / or approved contractors within the Medical Center.

## **SCOPE**

An Above Ceiling Work Permit (ACWP) is required for any above the ceiling work that involves installation of electrical conduits, utility piping, duct work, communication lines, phone lines and television/cable lines require.

## **DEFINITIONS**

Above Ceiling Work	Any above the ceiling work that involves the installation of electrical conduits, utility piping, duct work, communication lines, phone lines and television/cable lines that could compromise the existing fire rated walls and smoke partitions.
ACWP	Above Ceiling Work Permit.
Approved Above	Any contractor who has attended the Fit Level 1 training course and
Ceiling Work	received a Certificate of Completion from STI.
Contractor	
CMS	Custom Maintenance Software
SRC	Service Response Center, 336-716-4841.
STI	Specified Technologies, Inc.
WFBH Designated	Any WFBMC Employees who has attended the Fit Level 1 training

#### **ROLES AND RESPONSIBILITIES**

#### WFBMC ENGINEERING

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Ensure contractors are trained. Provide list of approved contractors to SRC.
- 3. Review the program annually.
- 4. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- 5. Managers are responsible for obtaining above ceiling work permit for their area.
- Employees and contractors performing work must show the permit upon request.

## WFBMC INFORMATION SYSTEMS (IS)

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Ensure contractors are trained. Provide list of approved contractors to SRC.
- 3. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- Managers are responsible for obtaining above ceiling work permit for their area.
- Employees and contractors performing work must show the permit upon request.

## WFBMC TELECOMMUNICATIONS

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- Ensure contractors are trained. Provide list of approved contractors to SRC.
- 3. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- Managers are responsible for obtaining above ceiling work permit for their area.
- Employees and contractors performing work must show the permit upon request.

#### WFBMC CLINICAL EQUIPMENT

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Ensure contractors are trained. Provide list of approved contractors to SRC.
- 3. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- 4. Managers are responsible for obtaining above ceiling work permit for their area.
- 5. Employees and contractors performing work must show the permit upon request.

# WFBMC SECURITY

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Ensure contractors are trained.
- 3. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- 4. Managers are responsible for obtaining above ceiling work permit for their area.
- 5. Employees and contractors performing work must show the permit upon request.

#### WFBMC FACILITIES SERVICES AND PLANNING

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Ensure contractors are trained.
- 3. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- 4. Managers are responsible for obtaining above ceiling work permit for their area.
- 5. Employees and contractors performing work must show the permit upon request.

#### WFBMC DESIGNATED INSPECTOR

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Report any activity observed, or work being conducted above the ceiling without an approved ceiling permit immediately to the manager or WFBMC Approved Inspector.
- 3. Ensuring the proper permit has been obtained for work being conducted.
- 4. Inspect Above Ceiling Work and close out the CMS work order.

## SERVICE RESPONSE CENTER (SRC)

- 1. Ensure approved contractors are listed in CMS.
- 2. Obtain required information and issue permit number.
- 3. Contact and inform the WFBMC Designated Inspector concerning the Above Ceiling Work Permit (ACWP) number issued to the employee or approved contractor.

#### CONTRACTORS/ SUBCONTRACTORS

- 1. Attend the initial Fit Level I Certification Training by STI and obtain Certification of Completion. Attend recertification every two years afterwards.
- 2. Purchase only STI fire stop materials.
- 3. Show the permit upon request

## WFBMC ENVIRONMENTAL HEALTH AND SAFETY

- 1. Assist with coordinating training.
- 2. Maintaining training records
- 3. Assist in reviewing the program annually.

#### **APPROVED PRODUCTS**

Wake Forest Baptist Health is limiting fire stop products and UL rated systems to those manufactured, marketed and tested by Specified Technologies Incorporated (STI), Somerville, NJ.

## **PERMIT PROCEDURES**

#### FOR EMPLOYEES / APPROVED CONTRACTORS

Wake Forest Baptist Medical Center Employees may create and schedule Above Ceiling Work Permit work orders through CMS. See **APPENDIX A** for detailed instructions.

#### FOR APPROVED CONTRACTORS

- 1. Call Customer Service at WFBMC at 336-716-4841
  - a. Inform them of the following:
    - i. Company's Name
    - ii. Building
    - iii. Floor
    - iv. Description and scope of work (what and why)
    - v. Duration of job
      - 1. Start Date and start time
      - 2. End Date and end time
- 2. An SRC representative will create the Above Ceiling Work Permit work order in CMS and assign a permit number. Then, SRC will contact the WFBMC Designated Inspector to inform of the permit number.
  - a. It is the contractor's responsibility to obtain the Above Ceiling Work Permit Number from SRC.
- 3. The Contractors name will be required and verified by SRC personnel.
  - a. **NO** permit will be issued if the Contractors name is not listed in CMS.
- 4. The WFBMC Designated Inspector will verify the above ceiling work has been completed in compliance with this Program before closing out the work order in CMS.

#### **PERMIT**

Any installation work performed above the ceiling by WFBMC Employees and approved contractors are required to secure a valid, above Ceiling Work Permit number before commencement of work and produce the permit number upon request.

If contractor fails to provide a valid permit number, they will be asked to close the ceiling and cease any work until an Above Ceiling Work Permit work order number is obtained.

## **TRAINING**

Fit Level I Certification Training is required initially and then 2 years afterwards.

# **RECORD KEEPING**

WFBMC EH&S will retain the training records and a copy of the Certification of Completion for employees and contractors.

# **REVIEW**

The Above Ceiling Work Program will be reviewed annually by Engineering and EH&S.

DATE	INDIVIDUAL	REVIEW TYPE

## APPENDIX A - CREATING AN ABOVE CEILING WORK PERMIT IN CMS

- 1. Sign on to CMS.
- 2. Highlight "Work Order" and select "Create".
- 3. Enter all Above Ceiling Work Permit work order information. Assign work order to the individual performing the work.
- 4. Click "Save Changes" at the bottom of the page.
- 5. After the work order has generated, assign the work order to the assistant zone manager of the building, where the work is being performed. Utilize the weekly call list for alternates.
- 6. Work order may be printed for individual use at work location.
- 7. Notify the Assistant Manager when work is complete and ready for inspection.
- 8. Assistant Manager will complete the work order.



