



Fire Penetrations Procedures

Category or Type	Health and Safety, University Administration
Originally approved by, and date	Director, Property Services Division, 25 March 2015
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Sponsor	Manager, Operations, Property Services Division
Responsible Officer	Manager, Operations, Property Services Division
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Purpose

- The purpose of these procedures is to manage penetrations through fire-rated building elements to ensure that fire separations are properly sealed when services such as electrics, communication services and plumbing have been passed through.
- Improper sealing or inadequate materials causes a significant potential hazard whereby fire and/or smoke can move quickly through a building via typical penetrations in the event of fire.
- The introduction of formal procedures with associated acceptable solution guidelines will ensure staff, contractors and sub-contractors are properly informed regarding the need for adequate and compliant fire penetrations.
- The procedures will also assist the University in meeting its compliance obligations for building Compliance Schedules and Warrants of Fitness under the Building Act 2004 and subsequent Regulations.

Organisational Scope

These procedures shall apply to all University of Otago staff, contractors and sub-contractors responsible for works on all University of Otago- owned and leased property in New Zealand, specifically relating to the Property Services Division, Information Services Division, Accommodation Services Division and the Proctors office.

Definitions

BCA- Building Consent Accredited local authority.

Fire Penetrations- a service that passes through a fire rated cell from one room into another, typically for plumbing, electrics, fibre cabling, fire sprinklers and telephone cabling.

IQP- Independently Qualified Person who carries out annual inspections of building specified systems for the purposes of checking Compliance Schedules and issuing a Building Warrant of Fitness.

PFP- Passive Fire Protection consists of fire separations and stops such as fire rated walls, ceilings, doors, windows, fixtures and sealants.

Background

In recent years the regulatory requirements for PFP systems have increased significantly, especially compared to previously accepted practices. As a result there is a need to repair existing non-compliant fire penetrations, and to ensure that new penetrations are done correctly.

For existing penetrations, the University will repair any found in the course of normal maintenance and adaption works, and will over time inspect and repair all University-owned property - initially properties that provide accommodation or sleeping facilities, and then properties which are high capacity or high risk. For new penetrations, the provisions of these Procedures will apply to ensure that all work is compliant.

Content

1. The following methodology will apply for remedying existing defects in PFP systems within University buildings:
 - PSD shall establish a programme of extraordinary PFP inspections where priority is given to buildings according to their level of occupancy and any future plans for the building under the Priority Development Plan.
 - PFP defects identified during other work or routine IQP inspections shall be repaired as and when they are discovered.
 - PSD shall establish and maintain an information system for recording all fire penetrations in University buildings.
2. The Campus Passive Fire Guide will be the leading acceptable solution for fire penetrations. All University staff, contractors and sub-contractors should have regard to this document before working with fire rated separations.
3. All penetrations through fire and/or smoke separations are to be appropriately stopped to maintain the fire resistance rating of the fire separation and/or the integrity of the smoke separation. This shall relate to all new penetrations and existing penetrations.
4. Fire penetrations must be carried out by accredited PFP installers. Relevant University staff responsible for fire penetrations will become accredited in PFP installation.
5. Contractors and sub-contractors will only be employed for works on fire rated separations if they are accredited PFP installers.

6. Staff, contractors and sub-contractors should consult with the Compliance Team, and review the relevant Compliance Schedules before commencing work on a building to identify fire rated separations that may be effected by building work.
7. All new PFP installations in fire rated separations must be documented and recorded in PSD information systems, including as-built drawing records such as Revit. Documentation is to be carried out with the assistance of the PSD Operations Compliance team
8. Implementation of these procedures will be closely monitored by the PSD Compliance Manager and the Contracting Manager. Breaches of the procedures will be reported to the Manager, Operations, for appropriate action.

Related Policies, Procedures and Forms

Health and Safety in Employment Act 1993/2014
Building Act 2004

Campus Passive Fire Guide
Capital Asset Management Plan
Health and Safety Management Plan
Health and Safety Policy

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact [the Manager, Operations in the Property Services Division.](#)

Implementation Process

Person responsible

All University staff, contractors and sub-contractors.

Communication strategy

- *Direct communication with PSD, Accommodation Services Division and Information Services Division staff, other relevant University staff and approved contractors.*
- *Publication of Procedures on the PSD website and inclusion in relevant contract documentation.*
- *Procedures to be forwarded to BCA authorities such as the Dunedin City Council.*

Other Actions/tasks

Monitoring of Procedure implementation by Property Services Division staff and reporting of breaches to the Manager, Operations.

Resources

Staff time, staff training, appointment of external fire engineering consultants, funding from existing repairs and maintenance budgets.

Completion Date

Ongoing