Physical Resources

Standard Operating Procedure

1.2.51 Acquisition and Implementation of Main Campus Life Safety and Critical Supervisory Alarms

Effective Date: April, 2016
Revision Date: N/A
Signature/Position: Associate Vice-President, Physical Resources

Purpose

To outline the process involved with the acquisition and implementation of life safety and critical supervisory alarm systems required for the protection and safety of the main campus community.

Scope

Main campus buildings, designated building areas, rooms and equipment that must, for life safety purposes and the protection of critical campus facility operations, be monitored with an alarm system 24/7.

Acronyms

DEC: Physical Resources, Design, Engineering and Construction Department
EAG: Physical Resources, Electronic Access Group
EDT: Physical Resources Electrical Design Technologist
MES: Physical Resources, Maintenance and Energy Services Department
CCP: Campus Community Police, Emergency Management and Fire Safety
CCS: Computing and Communications Services

General Information

Examples of life safety and critical supervisory alarm monitored systems on the main campus include, but are not limited to the following:

- building fire alarm control panels
- intrusion alarms
- personal safety alarms for situations such as panic, entrapment, holdups, lockdowns and freezer escapes
- critical supervisory alarms on equipment such as high temperature high voltage transformers, ground faults, sump pumps, booster exhaust fans, pool and tank water level indicators, building HVAC systems and room temperature
  Note: Non-life safety alarm systems can accommodate high temperature alarms on ultra-low temperature freezers and most other departmental supervisory alarms if life safety is not a factor.
For details regarding non-life safety alarms, refer to 1.2.50 Acquisition and Implementation of Main Campus non-Life Safety Alarms, Video Surveillance and Electronic Access Control Systems.
- CCS supervisory alarms monitoring air conditioning critical for safe equipment operation

The above alarm systems are monitored by the University’s main campus life safety alarm monitoring system (ONYXWorks).

Alarm System Requirements

- alarm system monitoring equipment
- a hardwired connection
Procedure

Step 1 Location and System Pre-Approval
The department requestor must first contact the Director, CCP to discuss their concerns and specify the building, building area, room or equipment for which alarm monitoring is required. The Director CCP (or designate) and the EDT will complete a physical inspection of the building, area or equipment to be alarmed, and will then provide for the requestor, an explanation of the monitoring system which would be implemented and how it would be monitored.

Upon review and approval by all individuals involved and under the advisement of the Director CCP, the requestor will be instructed to initiate the project cost estimate process to have determined, the cost of the installation, implementation and on-going monitoring of an alarm system.

Note: The cost of acquiring a new life safety or critical alarm system will depend on the building area (layout and features) as well as the alarm type and security vendor.

Step 2 Cost Estimate
The department requestor must complete a Physical Resources Work Request Form (including GL coding) and submit the Form to the Physical Resources Finance and Administration department. The form is available for download from the Physical Resources Web Site at: www.pr.uoguelph.ca/pr/work_request_form.pdf.

An estimate will then be completed by the EDT responsible for estimating and coordinating alarm systems on campus and as per Physical Resources policy 1.2.9 Requesting Work and/or Project Estimates for Minor Alterations, Renovations and Similar Work.

Step 3 Authorization and Funding
Upon approval of the estimate by the requestor, the EDT will generate a Project Authorization as per Physical Resources policy 1.2.10 Authorization of Funds for Projects, Minor Alterations/Renovation and Similar Work.

Step 4 Design
Upon authorization of the project as per the applicable approval schedule, the EDT will create a project design bid package for tender which includes the following as required:

- Provision of equipment by the security vendor
- Provision of power and communication wiring
- Commissioning by the pre-approved security contractor

Step 5 Installation, Implementation and Commissioning
The EDT will co-ordinate the alarm system installation within DEC and includes performing the following:

- submitting work requests for services required by CCS and the Electrical Shop
- hire a pre-approved communications contractor to provide the communication line required for the alarm and a pre-approved electrical contractor to install conduit and power supply wiring
- hire the pre-approved security contractor to provide the required alarm components and connect them to the equipment to be monitored and program the alarm
- verify the alarming of the equipment and communicate the status to the Physical Resources Electrical Shop and CCP for provision of communication line and connection to ONYXWorks
- provide CCP and the EDT with a list of contact names and current telephone numbers at which designated client(s) can be contacted during regular hours and during after hours in the event of alarm activation
- commission the alarm system in cooperation with the client, CCP and Physical Resources

Maintenance
Maintenance of life safety and critical supervisory alarms will be performed as outlined in 1.2.52 Maintenance of Alarms, Video Surveillance and Electronic Access Control Systems.