	Environmental Health and Safety SOP #EHS-001 FAU Boca Raton Campus Fire Alarm s Version 2.0
	Effective: 03/15/2021 Revised: 02/24/2020

ENABLING DRIVER – POLICIES, REGULATIONS OR STANDARDS	1. FAU Fire Safety Manual, http://www.fau.edu/ehs/info/fire-safety-manaul.pdf

a technician.

5.3.2. The JCI technician arrives to the property and obtains keys from PD Key box; if needed, contacts EH&S to discuss the issue.

5.3.3. Prior to servicing a system, the JCI technician shall call University Police to place the fire alarm system "on-test" and begins the repair. This does not impair the fire alarm system; it only notifies Dispatch that any alarm signals from that building are not considered an emergency.

5.3.4. Once the system is stabilized and the technician is ready to leave, the technician calls the University Police and place the fire alarm back into an active monitoring state (off-test).

5.3.5. If the fire alarm system is offline, JCI will notify EH&S immediately to arrange for fire watch until the system can be placed back in service.

5.3.6. The technician goes back to EH&S and discusses the repair, the technician closes out the ticket with a signature from EH&S indicating the work is complete, EH&S keeps a copy of the ticket and the technician departs.

5.4. During After -Hours (Before 8 a.m., After 5 p.m., Weekends, and Holidays):

5.4.1. University Police call JCI for all trouble and supervisory alarms.

5.4.2. University Police call EH&S for all fire alarms after hours.

5.4.3. JCI reports to the property and obtains keys from the PD Key box.

5.4.4. Depending on the circumstances, EH&S may respond to the University and meet the JCI technician.

5.4.5. The JCI technician calls University Police to place the fire alarm system "on-test." This does not