

# FIRE ALARM DEVICE WORK

EMAIL FORM TO: [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com), [tdcprojects@cadillacfairview.com](mailto:tdcprojects@cadillacfairview.com) and CF Project Manager

## GENERAL INFORMATION

CONTRACTOR \_\_\_\_\_

TENANT \_\_\_\_\_

TENANT CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOOR(S) \_\_\_\_\_

DATE \_\_\_\_\_

## FIRE ALARM VENDOR

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELLULAR \_\_\_\_\_ EMAIL \_\_\_\_\_

## PROJECT INFORMATION

DATE \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

HOURS OF WORK \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
MAX 8 HRS.**TYPE OF WORK** (72 hours notice – Business Days is required for work unless otherwise indicated)☐ PULL STATION☐ HEAT DETECTORS☐ ELEVATOR RECALL  
7 DAYS NOTICE REQUIRED☐ SPEAKER☐ DUCT DETECTORS☐ VERIFICATIONS  
7 DAYS NOTICE REQUIRED☐ SMOKE DETECTORS☐ MAGLOCKS**SCOPE OF WORK** (Mandatory): \_\_\_\_\_

- All bypass requests must be authorized by the Fire, Life Safety Department.
- Bypasses will only be required if the work being done will cause a fire alarm device to go into alarm.
- If no bypass is required, a call to the Security Operations Centre is required to communicate possible trouble or ground faults being initiated. Permits must be submitted 72 hours prior to the scheduled start time for approval **(Business Days)**.
- Permits submitted are limited to an 8-hour duration.
- Completing and submitting the bypass permit request does not initiate the bypass.
- All bypass requests must be initiated and restored by contacting the security operations centre at 416-366-7823 by using the TD Centre's Access Control Centre direct line (66 Wellington St. West, P1 level) or by using a cell phone or landline at the lobby security desk. Bypass initiations and restores are not transferable. They must be called in and restored by the same person.
- Contractors are responsible to disconnect the loop when working on multiple devices and restore upon completion.
- For compliance, all bypass initiations must be witnessed via CCTV.
- Bypass requests received after 2PM will not be processed until the next day.
- The fire alarm panel must be clear of any trouble or alarm signals related to the work being completed before leaving site.
- **Leaving the site prior to restoring a bypass will result in a fire safety infraction and possible escalating fines.**