



Waterfront Properties Fire Systems Disabling & Hot Work Permit Policy

Cadillac Fairview Corporation Limited has consistently held safety, security and an effective work environment as priority issues. Services performed by contractors, whether on behalf of Cadillac Fairview or tenants are linked to this priority.

Policy

1. In projects where there is a General Contractor, application for a permit to perform hot work or disable a fire or water system in whole or in part, must be made by the General Contractor on the prescribed CF form(s), emailed to cfconnect@cadillacfairview.com, and must be received Monday to Friday with at least 48 hours prior to the commencement of the planned work.
2. Contractors will not commence work in relation to Yellow Tag - Hot Work or Red Tag - Fire System Disabling or Blue Tag – Mechanical, Electrical, and Security Access Control Systems until the appropriate permit is posted at the work site by security.
3. Whole fire alarmed zones must not be left unprotected without consideration to mitigating liability and returned to normal operation as soon as possible.

Definitions:

Yellow Tag -Hot Work

Any work or procedure which will use open flame and or produce sparks or heat and has the potential to cause fire will be deemed to be Hot Work and a CF approved applications is mandatory.

Hot Work will include but is not limited to Welding, Brazing, Grinding, Cutting and Soldering.

Red Tag – Fire Systems Disabling

Any work or procedure other than Hot Work which may cause the Fire Alarm System to Activate is deemed to be a Red Tag procedure and a CF approved application is mandatory.

Red Tag work will include but is not limited to Disabling and Enabling Fire Sprinkler system, Maintenance or Repair or Enhancements to the Fire Alarm System, Dust or Smoke producing procedures in proximity to Smoke Detectors.

Fire Watch Service

A person who has been assigned specific responsibility to maintain a constant or a defined periodic of visual observation of a designated area for the purpose of reporting a potential or actual fire. Please note a fire watch is needed during times a fire detection system is disabled and has to be requested by the contractor.

5. Yellow Tag - Hot Work applications must demonstrate consideration for the following requirements where applicable:
 - a. Ability to suppress fire i.e. Ready access to fire extinguishers and or fire hoses.
 - b. Flammable liquids are shielded by a fire retardant cover or are removed from the area.
 - c. At least one contractor personnel on site at all times during the permit period, including meal brakes and performing a Fire Watch Service or other Fire Watch Services have been arranged.

6. Red Tag – Fire Systems Disabling applications must demonstrate consideration for the following requirements where applicable:
 - a. Alternate methods of raising a fire alarm are available.
 - b. Alternate means of hearing a fire alarm are available.
 - c. Alternate means of suppressing a fire are available.
 - d. Shielding and or elimination of hazardous materials has been arranged.
 - e. Fire watch has been arranged.

7. All Sprinkler work must be conducted during normal business hours. Other Fire Alarm system work can be conducted during or after normal business hours. Speaker verification can only be done between 6:00 p.m. to 6:00 a.m. in the office towers, and from 11: 00 p.m. to 6:00 a.m. in main office lobbies, food court and retail levels.

Waterfront Properties normal business hours are listed below:

Building	Hours
Waterfront Centre - 200 Burrard	6:00 a.m. – 6:00 p.m.
PricewaterhouseCoopers Place - 250 Howe	6:00 a.m. – 6:00 p.m.
Granville Square – 200 Granville	6:00 a.m. – 6:00 p.m.
The Station – 601 West Cordova	6:00 a.m. – 6:00 p.m.

Note: Hours are subject to change – always confirm

8. X-Raying is not permitted.

9. Electrical Panel
 Use the existing 120/208 volt, 3 phase, 4 wire panel boards in Main Electrical Room. Division 16 to allocate one existing panel for this scope of work and ensure that no circuits on this panel will be shared by any other tenant spaces, vacant or occupied, refer to Single Line Diagrams. Allow for survey of existing circuits to determine load on each one. Circuit numbers on drawings are intended to show grouping of loads or loads which require dedicated circuits. Where a new or relocated device is to be connected to an existing device, the circuit number is shown on both. Circuit numbers do not correspond to free spaces in panel boards. Actual circuits used must be from panel indicated. Record any circuit changes on As-built drawings.

Exceptions to this policy must be approved in writing by CF management. Infractions of the Waterfront Properties fire system disabling and hot work permit policy may result in the contractor being denied the privilege of working at Waterfront Properties.