

## FIRESAFETY

### CONSIDERATIONS DURING CENTRAL OFFICE EQUIPMENT INSTALLATION AND REMOVAL

#### 1. GENERAL

**1.01** This section outlines firesafety measures that shall be adhered to during the period of installation, modification, and/or removal of central office equipment.

**1.02** Whenever this section is reissued, the reason(s) for reissue will be given in this paragraph.

**1.03** The recommendations found in subsequent paragraphs are based, in general, on the National Fire Codes of the National Fire Protection Association and the Model Building Codes. All detail features of these source documents have not been covered herein. The source documents should be reviewed for complete details.

**1.04** The following fire protection applications are intended as a guide for good firesafety operations; however, they shall not be construed as to restrict any existing applicable regulations and codes.

#### 2. APPLICATION OF STANDARDS

##### A. Rated Doors

**2.01** Fire-rated doors are designed to prevent the spread of fire. No attempt shall be made to disconnect the door closers or to block, tie, or otherwise cause fire-rated doors to be held in an open position.

**2.02** Fire-rated doors are equipped with latching devices to prevent them from being forced open by pressure build-up during fire conditions. No attempt shall be made to make the door latch inoperative.

##### B. Exits

**2.03** In order to maintain their full use, every exit, exitway, egress, corridor, stairway, etc. shall be kept free of storage of materials,

equipment, debris, or other obstructions that could restrict or block normal exiting.

**2.04** All exit signs shall be kept in full operation at all times. The signs shall not be disconnected from the power source nor shall the lamp bases be used for any other purpose. Materials, furnishings, and equipment shall not be stored so as to obstruct the visibility of an exit sign.

##### C. Fire Detection

**2.05** Fire detection systems shall be maintained in full operation at all times. Under no condition shall any component, such as detection heads, pull stations, alarms, annunciator panels, circuitry, etc. be made inoperable, with the exception of those intervals where outages may be required for the extension and/or modification of existing systems. During such operations, the outage time shall be kept to an absolute minimum. As such, it is recommended that the outages do not extend beyond the normal working day. Such outages shall be coordinated and approved by the telephone company representative.

**2.06** False alarms should be expected during equipment additions or removals due to dust conditions. The system or component parts shall not be made inoperable to avoid false alarms.

**2.07** At the completion of major additions or removals, the detector heads in the work area should be removed, cleaned, and sensitivity checked.

##### D. Housekeeping

**2.08** *Accumulation of cable, paper, cardboard, foamed plastics, wood pallets and framing, or other combustible materials is prohibited.* The use of approved scrap wire containers within the work area is mandatory. These containers must not be damaged or disabled in any manner. Prompt removal from

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the building and proper storage in approved trash containers shall be implemented on not less than a daily schedule. The location of trash containers with respect to the building, property lines, etc, shall be coordinated with telephone company representatives. Prompt removal of full containers is likewise mandatory.

**2.09** Care shall be taken to assure that storage of combustible packaging is not in contact with heat-producing telephone or building equipment, such as rectifiers, heat exchangers, transformers, etc.

**2.10** Storage of flammable liquids used in central office installation/removals shall be kept in approved metal storage cabinets and shall be dispensed from approved containers. These cabinets shall be conspicuously lettered "FLAMMABLE - KEEP FIRE AWAY."

**2.11** Temporary storage areas shall be utilized for storage of equipment, supplies, and tools.

**E. Electrical Protection**

**2.12** When work is required to be performed over or adjacent to energized bus bars or other exposed electrical conductors, extreme caution shall be exercised and shall include mandatory use of rubber blankets.

**2.13** The installation of temporary electrical and/or telephone cables shall be such that the cables will not be in contact with or in close proximity to heaters, furnaces, or other heat-producing equipment.

**F. Cable Openings**

**2.14** It is important that all existing practices on proper closure of cable hole assemblies be complied with in every detail. This is true for new cable runs, adding to cable runs, or mining

of cable wherever they pass through floor and wall cable hole assemblies.

**2.15** Existing firestopping practices, Section 760-630-410, and Western Electric Company Handbook 30 advises of cable hole closure at the end of each day's working tour. Handbook 8 covers temporary daily closing of cable openings. All of these documents shall be conformed to without exception.

**G. Smoking Policy**

**2.16** *Smoking in telephone equipment areas, housing both working and nonworking equipment, is prohibited.*

**H. Portable Fire Extinguishers**

**2.17** The locations and arrangement of portable fire extinguishers are established to provide maximum protection. Unauthorized redistribution of portable fire extinguishers is prohibited. Where central office equipment areas are not initially equipped with portable fire extinguishers, the installation forces should arrange with the telephone company representative for provision and installation thereof.

**2.18** Access to portable fire extinguishers shall be maintained at all times. Neither the extinguishers nor their location markings shall be obscured from view by equipment, materials, or packaging.

**2.19** Fire extinguishers shall have the seal intact. In the event the seals are not intact, arrange to have the extinguisher immediately checked by the building operations force.

**I. Standpipes and Hose Cabinets**

**2.20** Access to standpipes and hose cabinets shall be maintained at all times. The storage of equipment, packaging materials, or debris blocking access is absolutely prohibited.