Columbia University Irving Medical Center: Campus-Specific Procedures

April 2021

COLUMBIA | COLUMBIA UNIVERSITY IRVING MEDICAL CENTER
FACILITIES MANAGEMENT

1. SMOKE FREE CUIMC

To ensure a safe and healthy environment at Columbia University Irving Medical Center, and in compliance with New York State and City codes and regulations, smoking is prohibited on all CUIMC and NewYork-Presbyterian property, both indoors and out.

2. FIRE PROTECTION DEVICES

Any ***scheduled*** *work* that is going to be performed that requires a fire detection device (e.g. smoke detector, waterflow) to be disabled or the entire building taken offline must be requested **48 hours in advance** via proper email notification to a member of the Campus Life Safety & Regulatory Compliance team. The Project Representative must also generate a work order to Facilities Engineering 48 hours in advance for drains downs (both branch and risers).

Any ***emergency work*** that requires fire alarm system device disablement or the entire building to be taken offline must be arranged with the Campus Life Safety & Regulatory Compliance office. The on-duty Compliance Manager or Fire Safety Specialist is reachable via two-way radio or cell phone.

For capital projects such as demolition or renovation, the Project Representative must notify the Fire Alarm Vendor directly in tandem with the Electrical Contractor. All disconnects will be performed by the Fire Alarm Vendor who will notify the Campus Life Safety & Regulatory Compliance office. Coordination between the Electrician and Alarm Vendor is mandatory in order to avoid fire protection being unnecessarily placed out of service. The Fire Alarm Vendor will disable devices just prior to scheduled capital project work. The Fire Alarm Vendor is to be notified by the Electrical Contractor when all electrical work for fire alarm devices is completed and ready for connection to the fire alarm panel.

Testing

Filing for the fire alarm test for the FDNY Letter of Approval is submitted and arranged by the Electrical Contractor under the supervision of the Project Representative.

Pre-testing is mandatory at least two weeks prior to the FDNY inspection and **shall be witnessed by the Project Representative/designee**. The Project Representative must alert the NewYork-Presbyterian Fire Safety team for testing in any NewYork-Presbyterian building **(212-305-0014)**, and the Campus Life Safety & Regulatory Compliance office for a CUIMC building/floor pre-test 48 hours in advance so signs can be posted and the building taken offline. The posting of signs will be the responsibility of the Project Representative, who will confirm that signs are posted prior to the onset of the test.

Depending on the building, consideration should be given for classes, seminars, midterms, finals, or any other building functions that may be taking place. It is highly recommended that all testing be performed outside of normal business hours to minimize disruption to building occupants. It is recommended that Wednesday morning alarm tests are avoided in the William Black Building and the Vagelos College of Physicians and Surgeons (VP&S) Building.

All testing, inspections, and paperwork are handled by the Project Representative, Electrical Contractor, and Fire Alarm Vendor, and all should be present on the day of the inspection. It is important that Facilities be notified to provide personnel and equipment to drain sprinklers for water flow test, if necessary. Any remedy of pre-test deficiencies must be resolved prior to the fire alarm inspection.

A copy of any post-inspection paperwork, such as a Letter of Defect or Letter of Recommendation, as well as the final Letter of Approval from FDNY, must be given to the Campus Life Safety & Regulatory Compliance office.

3. HOT WORK PERMITS

At CUIMC, hot work permits are valid for the day, the operation, and to the Torch Operator and Fire Guard TEAM for which they are issued. Jobs requiring more than one day require a separate permit for each day's work, unless otherwise authorized by the Campus Life Safety & Regulatory Compliance team. The following steps must be taken when performing hot work at project sites:

- All Contractors performing hot work operations on a CUIMC project site that requires a Department of Buildings (DOB) work permit must first obtain a FDNY hot work operations permit. A copy of this permit must be submitted to the Project Representative and a member of the Campus Life Safety & Regulatory Compliance team before a CUIMC hot work permit can be issued.
- The Project Representative or the Contractor must notify Campus Life Safety & Regulatory Compliance at least **48 hours in advance** via proper email request.
- The Contractor requesting a hot work permit must have the proper, valid Certificates of Fitness for the Torch Operator(s) and Fire Guard(s). Copies are reviewed and maintained on file by Campus Life Safety & Regulatory Compliance.
- At the time of issuance, the issuer of the hot work permit must contact Campus Life Safety & Regulatory Compliance for fire protection device disablement.
- **No hot work may start until authorized by a member of the Campus Life Safety & Regulatory Compliance team.**
- At least once per day while the permit is in effect, a review of the hot work area will be conducted by the Project Representative and/or a Campus Life Safety & Regulatory Compliance team member. Issues noted during the review will be presented to the responsible person for immediate action. Hot work will be terminated if deemed necessary.

- The certified Fire Guard/Fire Watch personnel must complete the hot work permit upon final inspection, and return the signed copy to the issuing Facilities office at the end of the work day.

NOTE: If a fire alarm system is activated due to a failure to comply with any of the above procedures, a monetary penalty will be charged back to the project.

4. ASBESTOS

At CUIMC, the Project Representative directly supervises asbestos contractors and consultants with regards to surveys, sampling, and management of asbestos abatement projects.

The Asbestos Coordinator acts as the primary point of contact in all matters pertaining to asbestos. All asbestos notification forms (e.g. ACP 5 or ACP 7) are signed by the Asbestos Coordinator. The Coordinator may be reached at asbestoscumc@columbia.edu.

The following is required for any asbestos consultant and contractor engaged in asbestos work at CUIMC:

- Maintain all required licenses and certifications.
- Ensure compliance with all federal, state, and local requirements during asbestos activities.
- Notifies asbestos coordinator of any asbestos related regulatory site visits, violations, or citations issued, and assumes responsibility for all financial penalties issued to the University as the result of consultant or contractor violations or citations.
- Use only approved laboratories and licensed monitors for asbestos activities.
- File documentation with regulatory agencies as needed.
- Provide the Asbestos Coordinator with close-out packages containing all the necessary documentation related to asbestos work.

5. UNIVERSAL WASTE

At CUIMC, universal waste is not permitted to be disposed of as regular trash. Universal waste that contractors may encounter on campus includes fluorescent lamps, mercury-containing equipment, and batteries.

Prior to capital project work, the Project Representative must contact **Environmental Health and Safety (EH&S, 212-305-6780)** to communicate the type(s) of universal waste that are present at a project site and to arrange for properly labeled universal waste containers for such material. Universal waste is not permitted to accumulate on

floors and must be stored in closed containers. Fluorescent lamps are to be stored intact in fiber light tube containers.

In addition, broken fluorescent lamps are considered hazardous waste and must be managed as such. If a fluorescent lamp breaks, it must be cleaned up immediately and placed in a drum labeled “Hazardous Waste” and properly disposed of through EH&S via the Project Representative. The following steps should be taken by the contractor to ensure proper cleanup and disposal of broken fluorescent lamps:

- Leave the immediate area for a few minutes to let dust settle.
- Pick up broken glass pieces and place in a container with a lid or in a plastic bag.
- Use durable tape to pick up any remaining glass fragments.
- Wipe area with wet cloth and place cloth in container with a lid or sealed bag when finished. All containers must be closed unless adding materials.
- If a container of fluorescent lamps falls and multiple fluorescent lamps break, the contractor should contact the Project Representative, who will contact EH&S for assistance.

6. CONTACT INFORMATION

Contact a Campus Life Safety and Regulatory Compliance team member to discuss any facilities-related compliance matter, or to share your ideas for improving campus safety and accessibility at CUIMC via this link:
https://www.cumc.columbia.edu/facilities-management/campus-life-safety/contact-us

For general fire safety questions, email cumcfiresafety@columbia.edu.

For asbestos-related matters, email asbestoscumc@columbia.edu.