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Procedure
for

Facility Modification or Alteration Safety Sign-Off

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN0204	Add title page, CNSE terminology and CNSE logo. Remove Appendices and make separate forms listed under Associated Documents.	10-18-06	B. Borden	R. Segura

Prior revision history, if applicable, is available from the Document Control Office.

1. PURPOSE

1.1 The purpose of the Facility Modification Safety Sign-Off Process is to ensure all facilities modified or constructed are designed and implemented in a manner consistent with applicable codes, regulations and sound engineering practices. This process ensures that areas designed, modified or relocated are completed in a manner that will allow the lowest possible risk to employees, operations or maintenance activities.

1.2 The Facility Modification Safety Sign-Off Process must be completed for projects that meet any of the following criteria:

1.2.1 If the modification alters an exit, exit access, exit discharge, or means of egress.

1.2.2 If the modification alters hazard contents from low to high hazard contents.

1.2.3 If the project involves construction of a new facility, wall, office or structure.

1.2.4 If the modification involves the temporary disconnection and reconnection of any fire or gas alarm system component (horn, light, wire, etc.).

1.3 Those who plan on adding or deleting system components to the toxic gas monitoring system need to comply with requirements set forth in EHS-00031 – TGMS Operation and Maintenance.

2. SCOPE

2.1 This process does not apply to renovations resulting from equipment installations or moves. The Equipment Safety Sign-Off Process (EHS-00017) should be used in this case. Multiple equipment installations may require both processes be followed.

2.2 This process does not apply to small routine office moves where cubicles are switched or a hard walled office is renovated or modified.

3. DEFINITIONS

3.1 **Exit** - that portion of a means of egress, separated from all other spaces of the building or structure by construction or equipment as required in 29 CFR 1910 Subpart E, that provides a protected way of travel to the exit discharge.

3.2 **Exit Access** - that portion of a means of egress that leads to an exit.

3.3 **Exit Discharge** - that portion of a means of egress between the end of an exit and a public way.

3.4 **Means of Egress** - A continuous and unobstructed way of exit travel from any point in a building or structure to a public way consisting of three separate and distinct parts: the way of the exit access, the exit, and the way of exit discharge. A means of egress comprises the vertical and horizontal ways of travel and includes intervening room spaces, signs, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

4. ASSOCIATED DOCUMENTS

4.1 NFPA 101: National Fire Protection Association Life Safety Code.

4.2 OSHA Safety and Health Standards (29 CFR 1910) U.S. Department of Labor, Occupational Safety and Health Administration.

4.3 Fire Code of New York State

4.4 Building Code of New York State.

4.5 EHS-00038-F1 - Design Review Checklist

4.6 EHS-00038-F2 - Final Inspection Checklist

5. GENERAL REQUIREMENTS

5.1 The Facility Modification Safety Sign-Off Process is a two-part procedure. The final level must be passed before the area is ready to be permanently occupied. The following describes both parts of the process and what each encompasses.

5.1.1 Design Review is the first part of the process. A safety engineer reviews drawings, layouts, plans and designs for the project and approves the project (conditionally) and documents conditions.

5.1.2 Construction/project review is the final inspection of the completed work. The facilities engineer is responsible for completing all punch list items derived from the design review and final inspection. Once the project passes the final inspection, it is ready for occupancy. At this time, all major environmental, health and safety issues have been addressed, and the Environmental Health & Safety Department formally approves the modification.

6. PROCEDURES

6.1 Checklist Generation

6.1.1 The Facilities Modification Safety Sign-Off Checklist must be generated by the Facilities Engineer. The Design Review Checklist (EHS-00038-F1) and Final Inspection Checklist (EHS-00038-F2) are both required to be signed and dated by an EH&S Engineer when completed.

6.1.2 The Facilities Engineer is responsible for filling out the Design Review Checklist and Final Inspection Checklist.

6.2 Safety Reviews

6.2.1 The Facility Engineer shall review the project prior to scheduling all reviews with a Safety Engineer. The Safety Engineer shall never be the first person to review a modification.

6.2.1.1 The Facility Engineer is responsible for the projects initial design review.

6.2.1.2 The Facility Engineer shall schedule all design reviews with a Safety Engineer.

6.2.1.3 Design review should be scheduled as early in the design process as possible. EH&S is available for consultation prior to submitting design plans and should be consulted during the planning stages.

6.2.1.4 The Design Review Checklist is set up so only questions answered with a yes reply, require EH&S approval. Routine reviews and approvals occur on an as needed basis following weekly Facilities Operations meeting.

6.3 Final Inspection Checklist

6.3.1 The Facility Engineer is responsible for the area once it passes the design review and project work starts. The Facility Engineer is responsible for ensuring that the area (modification) will pass the final safety inspection.

6.3.2 The Facility Engineer shall schedule the final safety inspection.

6.3.3 The Facility Engineer shall review and complete the Final Inspection Checklist prior to scheduling a review with a Safety Engineer.

6.3.4 The Facilities Engineer is responsible for completing all punch list items derived from the design review and final inspection.

6.3.5 Every punch list item shall be completed before permanent occupancy of the area occurs.

6.3.6 The completed final review package signed by safety must be submitted to the EH&S Department.