

**Permit information and conditions**

All works must be carried out in accordance with all current Regulations, Codes of Practice and La Trobe University Procedures.

Note: Isolations of all other services (**Electrical/Gas/Water**) are to be requested with your University Representative.

Contractor

Please contact Security (**Bundoora Campus 9479 3216** or **Bendigo Campus 5444 7349**) prior to commencing work to confirm alarms have been isolated. Upon completion of work, please notify Campus Security to reinstate fire alarms.

Isolation details

Date of submission / / Work Request Number

La Trobe Campus

La Trobe University Representative

Building name

Building code Level/room

Alarm zone number(s)

Reason for isolation

Period of isolation

Start date / / from am pm to am pm

End date / / from am pm to am pm

Alarms will not be isolated for periods greater than 24 hours or over weekends. If periods greater than 24 hours or over weekends isolation is required, please complete a separate form.

Contact details

Company name

Phone number

Company contact Signature

Date / / Time am pm

- Contractors are advised that only University Security personnel are authorised to isolate and reinstate building fire indicator boards.
- Under no circumstances are contractors permitted to isolate the fire indicator boards or fire detection circuits themselves.
- In areas where dust is generated, **contractors are required to ensure** all detectors shall have dust covers installed on them to protect them against contamination. The dust covers shall be removed from the detectors after the works is completed on a daily basis.
- Upon completion of the work, the contractor is required to request Security to place all fire detection circuits back in service. The contractor is not to leave the site until Security have advised that the fire indicator board is clear and back on line.

False alarms caused by failure to comply with these procedures may result in the Country Fire Authority (CFA) or Metropolitan Fire Brigade (MFB) false alarm call out levy being passed onto the Contractor.