6.11 CEILING ACCESS POLICY

1. Purpose.
   a. To provide a fire-safe environment of care and to protect patients, personnel, visitors, and property from fire, smoke and other products of combustion by maintaining the integrity of smoke and fire barriers.
   b. To ensure infection control practices are followed.

2. Authority.
   a. Administrative Directive

3. Policy.
   a. All applicable personnel, including but not limited to contractors, in-house maintenance and in-house cable crews, shall obtain a permit from Physical Plant before beginning work that requires ceiling system access with emphasis on penetration of smoke and fire barriers and corridor walls. This includes deck and floor penetrations. Inspections as defined by the Infection Control Matrix, by in-house personnel trained in Ceiling Access and Infection Control policy, are exempt from permit requirements.
   b. Work permits will not be issued on a blanket basis, except as related to multiple locations/penetrations in a single job (e.g., cable and electrical conduit penetrating several fire walls).
   c. The permit holder shall repair holes and spaces in fire or smoke barriers in an approved manner as soon as feasible after work is completed. The permit holder will replace all ceiling tiles.
   d. The permit will be displayed at the work location at the beginning of the project and remain until the inspection is complete.
   e. All appropriate in-house personnel who require ceiling access shall be trained in accordance to the procedures outlined in this policy and will display the appropriate approved designation/identification.
   f. An Infection Control Risk Assessment must be performed prior to the issuance of the permit for all contractor personnel. In-house personnel will attend annual
training in ceiling access and Infection Control policies and procedures.

4. Responsibilities.
   a. The Physical Plant Director or his designee will:
      1) Administer the Ceiling Access Policy and Permit Program.
      2) Conduct final inspections of work areas before closing out permits.
      3) Inspect on-going projects as necessary depending on the scope of work.
      4) Inspect the ceiling system for integrity.
   
   b. Contractors and in-house personnel will:
      1) Obtain a Ceiling Access Permit before beginning work, outlining walls to be
         penetrated within project and maintain a copy of the permit in the work area
         at all times.
      2) Repair holes and spaces and reinstall the ceiling in an approved manner.
      3) Notify Physical Plant during work if there are questions regarding repairs and
         after repairs are completed to schedule a final inspection.
   
   c. The Safety Office will conduct random inspections to ensure that all work is
      performed according to policy after the work is completed.
   
   d. Infection Control will conduct random inspections to ensure that all Infection
      Control policies are followed while work is in progress.

5. Procedures.
   a. Permits will be obtained from Physical Plant, between 8:00 am – 4:30 pm Mon-
      day through Friday (excluding holidays).
   
   b. All holes and spaces in fire and smoke barriers will be protected as follows:
      1) Fill per 3M manual specifications: Fire Barrier Caulk CP 25 S/L or Fire Barrier
         MP Moldable Putty, capable of maintaining the fire resistance of the smoke
         or fire barrier. Hilti CP 620 Fire Foam can be used in special applications. Prior
         approved products of equal fire rating can be substituted.
      2) Sleeves, where required, shall be solidly set in the smoke or fire barrier and
         the space between the items shall be filled with an approved material
         capable of maintaining the fire resistance of the smoke or fire barrier.
      3) Insulation covering pipes and ducts passing through smoke and fire barriers
         shall be capable of maintaining the fire resistance of the barrier.
      4) Remove all construction debris such as wall material, wire, conduit, trash,
         and caulk tubes, etc.
      5) Ceiling tiles will be reinstalled to the satisfaction of the Physical Plant inspec-
         tor. Damaged, soiled, miss-cut and incorrectly aligned tiles will be replaced
         with new tiles of similar pattern.
      6) Cable trays shall be protected with fire pillows that can be removed and
         replaced for subsequent cable pulls within the scope of work indicated by
         the permit.

6. References
7. FIRE AND SMOKE BARRIER PENETRATION PERMIT

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Issue Date:</th>
<th>ICRA:</th>
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Approved By (Physical Plant Representative): Estimated Completion Date:

Permit Issued To (Department/Contractor name, individual’s name, phone number)

Location of barrier(s) to be penetrated (building, wing, floor, room number) (Attach sketch if applicable)

Location corridor walls to be penetrated, *building, wing, floor, room number) (Attach sketch if applicable)

Reason for penetration or work to be performed:

Final Inspection by Department/Contractor

Physical Plant Representative:

Date: Date:

INSTRUCTIONS:
1. Maintain a copy of this permit at the work area at all times.
2. Promptly repair penetrations in an approved manner. Contact Physical Plant (X 56319) if there are any questions regarding the repairs.
3. Notify Physical Plant when repairs are completed to schedule final inspection.
4. Use 3M Fire Barrier Caulk CP S/L or Fire Barrier MP Moldable Putty or Hilti CP 620 Fire Foam or prior approved equal. MSDS data must be provided with materials other than those specified.