



## **Standard Operating Procedure (SOP)** **Fire Alarm Work Onsite**

### **Purpose:**

To clearly document a procedure for any personnel, third-party contractor(s), and consultants working on the Fire Alarm system to follow while at the Landmark at Eastview and 1 Rockwood Road campuses.

### **Process:**

- 1) Regeneron has chosen Siemens as the only authorized fire alarm vendor. Any and all work related to the Fire Alarm System service maintenance, design, programming, and commissioning must be performed by Siemens. The contact information for the Siemen's account representatives is below:

#### ***Account Manager***

*Ian Lynn*

*(P) 917-921-4265*

*(E) [Ian.Lynn@siemens.com](mailto:Ian.Lynn@siemens.com)*

#### ***Pre-Construction***

*Frank Burger*

*(P) 609-548-8131*

*(E) [Frank.Burger@siemens.com](mailto:Frank.Burger@siemens.com)*

- 2) Prior to completing work that could impact the FA system, the Project Manager and General Contractor must provide the Corp. Security and Real Estate/Facilities Management team a MOP detailing the planned work and impact on the Fire Alarm system, including the following detail:
  - a. Project Name
  - b. Floors Affected
  - c. Contractor Name and Contact Information
  - d. Clearly indicate any areas outside of the scope of work area that may be impacted
  - e. List known circuits to be affected

**Is work is taking place in a critical area Y  N** :

- f. If yes, provide a list of devices in critical area

Questions concerning the planned work and related MOPs should be directed to the following representatives from the RE/Facilities Team and Campus Security:



*Gilberto Davila*  
*Regeneron Pharmaceuticals*  
*(P) (914) 847-1593*  
*(E) [gilberto.davila@regeneron.com](mailto:gilberto.davila@regeneron.com)*

*Frank Taylor*  
*Jones Lang LaSalle*  
*(P) 914-588-4167*  
*(E) [FrankM.Taylor@am.jll.com](mailto:FrankM.Taylor@am.jll.com)*

- 3) The General Contractor must sign in and sign out with Corporate Security at the 777 South Main Lobby Fire Command Station Office at the start and end of each day of work to review any troubles in the fire alarm system that may relate to the project work ongoing.
- 4) The General Contractor will be responsible for eliminating troubles, maintaining an operable system, protecting FA devices (covering heads), and ensuring that adjacent and non-project areas are not impacted by their work at any time throughout the project.
- 5) Construction drawings issued as part of the project shall provide at a minimum detail as to the demolition process. Siemens is responsible to trace out devices being prepared for removal and identify devices, circuits, and which nodes they reside in:
  - Addressable devices will be salvaged by the electrical contractor under the direction of Siemens.
  - Demolition work cannot occur until all affected devices are removed.
  - Siemens will program TRI devices for Conventional Heat Detector coverage and setup Conventional Heat Detectors, as temporary coverage in the fit-out space Siemens will confirm project area is free of troubles and has full coverage before leaving the site.
  - Siemens will inform Regeneron and JLL about any compromise of the system, and will take immediate steps to resolve.
- 6) The Project Manager and General Contractor will provide as built drawings and schedule a close out meeting with Corporate Security and Real Estate/Facilities Management to confirm that any and all troubles in the system are resolved prior to closing out the project.
- 7) The Engineer/Architect-On-Record shall work with Siemens as part of the design process and incorporate the template details and specifications outlined in the attached exhibit A into the Construction Drawings.



