


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-26
Subject:	Above Ceiling Procedures and Permitting	Effective Date:	June 2010
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

The process of above ceiling permitting/inspections to monitor and guide nursing facility staff, vendors, contractors and sub-contractors in the process of proper closure of **Non-Rated and Rated Wall, floor and ceiling penetrations**. The intent is to maintain the facility in full compliances with CMS, NFPA, and applicable local and state Building Codes.

Purpose

All rated and non-rated fire and smoke barriers at UTMC shall be maintained in a condition equal to or better than original construction in terms of fire and smoke barrier that they create or discover I the course of their operations to Facilities and Construction Department. The Facilities and Construction Department will enforce this policy.

Responsibility

1. The Facilities and Construction Department is responsible for monitoring and maintaining all systems above the ceilings. (Wiring, cabling, ducting, and piping)
2. The Facilities and construction Department is responsible for conducting all final inspections and closing out the ceilings with the contractor, sub-contractor or vendor.
3. All contractors, sub-contractors and vendors who are required to conduct business above the ceiling are responsible for obtaining an above ceiling permit from the Facilities and Construction Department.
4. All contractors, sub-contractors and vendors are responsible for ensuring that there is a final inspection of their work prior to closing of any ceilings.
5. It is the contractor, sub-contractors and vendors responsibility to request a pre above ceiling inspection to identify issues of concerns. If this inspection is not requested and completed, the contractor, sub-contractor or vendor will take responsibility to bring all above ceiling penetrations along with any system they are installing, moving or modifying up to facility standards.
6. All systems and penetrations must remain in compliance with the governing Life Safety Code.

Procedure

1. All contractors, sub-contractors and vendors will be properly identified by a badge and have an above ceiling permit.
2. The above ceiling permit will be displayed in full view of the ladder(s) in the working area.

3. All contractors, sub-contractors and vendors will be indoctrinated in conducting above ceiling work with; the contractor, sub-contractor or vendor will tour the area(s) where work will be accomplished.
4. All ladders used in above ceiling work will not be made of any type of conductive material to protect the technician from electrical shock. Must be OSHA approved and labeled.
5. Contractors will have all their ladders clearly marked for the ease of identification. Facilities and Construction Department will do the same.
6. During periods of above ceiling work, the trade or technician will ensure that no wires will be hanging down in a loop or loose that could cause injury to another person. If wire needs to hang down from the ceiling, they need to hang to the floor or above a height of 7 feet.
7. During the periods of above ceiling work, if the ceiling is going to be abandoned for a period of more than 30 minutes, the ceiling tiles will be re-installed.
8. During the periods of meals and breaks, all ceilings will be closed for maximum fire protection.
9. Any penetration through a non-rated or rated fire assembly will require proper fire stopping. Contractor, sub-contractor, or vendor must have the type of fire stopping material approved by the Facilities and Construction Department. The type of fire stopping must be noted on the permit.
10. The contractor shall review with Facilities and Construction Department the following morning all penetrations completed the previous day prior to starting the next days' work.
11. Any and all wire, (Cables, CATV or VI, telephone, data, etc.) that penetrated non-rated or rated wall, floor or ceiling will be placed in a sleeve and sealed with the proper fire stop materials and systems. After the fire stop has dried and sealed the wire(s) should not be able to move.
12. When work is complete and accepted, the permit is removed from the ladder by the Facilities and Construction Department representative and filed with Facilities and Construction Department under the proper project name and number.
13. No materials, tool, ladders, etc. shall be left unattended in public areas at any time without prior authorization from Facilities and Construction Department.
14. All wiring, (Cables, CATV or VI, telephone, data, etc.) are to be suspended in the proper hangers. They are NOT to be hung or tied in any form or fashion to piping, ducting, ceiling hanger, pipe hanger, etc or laid directly on top of ceilings or grids.
15. No wires, cables or other objects may rest on or be suspended by any fire protection sprinkler piping codes and standards.
16. All, piping, ducting, piping hangers, duct hangers etc., are to be suspended in accordance with the latest codes and standards
17. All junction boxes shall have covers or wiring.
18. All miscellaneous materials (trash, temporary lighting, etc.) are to be removed from above the ceiling.

19. All penetrations will be completed in accordance with UL System for Wall Penetrations.
20. Facility Representative will conduct a prior to work ceiling tile inspection and count the number of damaged or broken ceiling tiles. Upon the completion of the above ceiling work and reinstall of ceiling tiles another inspection will be conducted to record any new ceiling tile damage. Contractor will replace broken ceiling tiles at their expense unless otherwise stipulated in the work agreement.