

## **Minneapolis Fire Department**

### **Fire Prevention Bureau Policy #9-1**

**Original issue: April 3, 1985**

**Last revised: August 16, 2005**

#### **Issue**

Temporary and permanent shutting off of sprinkler systems.

#### **Code requirements**

Fire suppression systems must be operational at all times and only shut off when it is necessary to do maintenance or to extend the system. Non-required systems are to be maintained or be removed.

#### **Problem**

The code does not address the procedure or give detailed requirements for the temporary or permanent removal of a system from service. This policy outlines the MFD requirements for shutting off sprinkler systems.

#### **MFD acceptable compliance**

Sprinkler systems may be shut off only under the following circumstances:

1. Temporary shut off: The system may be shut off to make repairs or alterations when the following requirements are met:
  - a. The Minneapolis Emergency Communication Center (MECC) is to be notified (612-348-2821) that the system is being shutoff. Provide the following information to the dispatcher.
    - i. The address of the building.
    - ii. Name and phone number of the business that is protected by the system.
    - iii. Contractor's name and person reporting the shut off.
    - iv. Indicate how long the system will be out of service.
    - v. Call MECC when the system has been returned to service.
  - b. The system is to be returned to service as soon as possible.
  - c. When possible, the system is to be returned to service during evenings and weekends.

2. Extended shut off: A sprinkler system may be taken out of service only with the written approval of the Minneapolis Fire Marshal. A written request from the building owner to the Fire Marshal is to include the following statements and information:
  - a. Provide a copy of a letter from the property insurance company that acknowledges the shutting off of the system.
  - b. The building is to be unoccupied by people.
  - c. There will be no storage in or other use of the building. It will be essentially swept clean.
  - d. The building will be unheated.
  - e. The system will be serviceable through the fire department connection. This means that the fire department will be able to manually supply water to the system.
  - f. A permanent sign is to be mounted at the fire department connection stating “NO AUTOMATIC WATER SUPPLY TO SPRINKLER SYSTEM”. The sign is to be removed after the system is returned to service.
  - g. The building does not present an exposure hazard to adjacent buildings or properties.
  - h. Clear access for fire department vehicles and personnel will be maintained all around the building.
3. Removal of a non-required system: A sprinkler system may be permanently shutoff only if it is a non-code required system. A non-required system that is shutoff must be altered so that it is obvious that the system is not operational and does not give the “appearance of protection”.
  - a. A system cannot be permanently shut off without written approval of the Fire Marshal. The building owner must make a written request to shut off the system, the request is to include a code analysis from an engineer or architect that shows that the building meets the present building code without a sprinkler system.

The system is to be altered as follows:

- All sprinkler heads are to be removed.
- The fire department connection is to be removed.
- A permanent sign is to be attached to the valve assembly stating “SPRINKLER SYSTEM IS NOT OPERATIONAL.”

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. Para asistencia, llame al 311. Rau kev pab 311. Hadii aad Caawimaad u baahantahay 311.