



College/Unit:	Safety Resources
Procedure Title:	Minimum Standards for Building Occupancy

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Revision History

Revisions to this procedure are to be documented in Table 1, Revision History.

Table 1: Revision History

Document Section	Details of Amendments	Date	Author (Initials)
All	Review and update to include occupancy during construction	November 28, 2011	LR

1 Purpose

The procedure herein is intended to ensure that all new and renovated buildings at the University of Saskatchewan meet minimum health and safety standards prior to occupancy.

2 Applicable To

This procedure is applicable to:

Safety Resources Fire/Contractor Safety Consultant
Safety Resources Construction Safety Officer
Designated Safety Resources representatives
Project Managers
Commissioning Coordinators
Designated Facilities Management Division (FMD) personnel

3 Scope

This procedure applies to all new building construction and renovations to existing buildings at the University of Saskatchewan.

Safety Resources is the university authority responsible for ensuring the requirements under this procedure and applicable codes, standards and policies are met.

4 Definitions

Renovation: Any work that will effect or change a structure or infrastructure of a University building. This includes electrical, mechanical or safety systems.

Occupancy: The safe use of any building or structure for its pre-determined use after prescribed safety and operating conditions have been met and acknowledged by Safety Resources. Occupancy is issued when a building is "suitable to occupy" from a safety point of view. It is not a statement that all the building work is necessarily fully complete.

Occupancy Permit: A form which must be completed and signed by all required parties before occupancy is allowed.

Temporary Occupancy: A temporary permit may be issued prior to the completion of the work provided it can be demonstrated that the effected building spaces can be occupied safely.

5 Training

Individuals responsible for executing this procedure shall have the following knowledge and training:

- Understanding of this procedure;
- Understanding of applicable building and fire codes, bylaws, and university requirements for building occupancy; and
- Contractor Safety Orientation.

6 Safety

All individuals accessing buildings where construction is undertaken must adhere to the particular rules and procedures of the worksite, Saskatchewan *Occupational Health and Safety Regulations*, and university requirements. Appropriate personal protective equipment shall be employed when accessing any construction site on campus.

7 Equipment and Materials

Each building will require specific equipment, materials and tools employed to ensure the building is safe for occupancy.

8 Procedure

When a new building, or renovation to an existing building, is deemed complete, or sufficiently complete to allow for occupancy, the Project Manager must complete and submit an *Application for Occupancy Permit* to Safety Resources.

The following requirements must be completed prior to an Occupancy Permit being issued for any new or renovated building:

1. Substantial completion of occupied space as required for university insurance purposes.
2. Air handling systems are functioning, balanced and operating within specifications.
3. Fire separations are in place, as required, including sealing of openings in fire separations.
4. All designed exits are posted and accessible with a clear path for egress.
5. Verification that the fire alarm system is functioning as designed, and is connected to the Heating Plant.
6. Verification of the fire suppression systems (sprinkler, standpipe, suppression, etc.) if new systems were installed, or where there were modifications to existing systems in accordance with the National Fire Code of Canada.
7. Emergency lighting is installed and/or connected as designed with verification of back-up generators, in accordance with the National Fire Code of Canada, and the Canadian Electrical Code.
8. Fire extinguishers are installed in locations in accordance with the National Fire Code of Canada.
9. Smoke control systems, where required by design, are tested and operational.

10. Appliances either hardwired or corded utilize Canadian Standards Association (CSA) approved, or an equivalent standard of cable. Certification marks should be visible on the cable.
11. New or adjusted electrical installations in new buildings or renovated spaces are in compliance with the Canadian Electrical Code. Inspection reports and applicable permits shall be provided to demonstrate compliance.
12. Full Commissioning of Laboratories (including flooring, painting, staining, emergency eyewash and showers, certification and approval for use of fume hoods/biosafety cabinets, etc.). Additional information on this subject is available in FMD Design Criteria requirements.

Renovations on buildings that continue to have occupancy while work is being conducted will be required to provide additional safety procedures including:

1. Approval for the use of common areas in the building (by Safety Resources and the Project Manager).
2. Properly functioning heating, ventilation and air conditioning (HVAC) for occupants.
3. Occupied spaces must have a functioning and active fire alarm system.
4. Fire evacuation plan that has been communicated to occupants and building contacts.
5. Safe egress must be maintained for all floors and the building.
6. Emergency power must be available.
7. Access to occupied spaces is not through the construction zone.
8. Consultation, Building Notification and approved scheduling of “extremely loud” construction noise (jack hammering, concrete drilling, etc.).
9. Odours/construction dust must be controlled or vented away from occupied spaces. If unable to comply the work must be scheduled after regular work hours.
10. A designated contact will be in place for the contractor to receive concerns from building contact or representative.

The additional requirements will be addressed on a case by case basis in consultation with Safety Resources and FMD.

Upon receipt of an *Application for Occupancy Permit*, Safety Resources will confirm completion of all requirements and an occupancy permit will either be granted or denied. A conditional temporary occupancy permit may be issued provided it can be demonstrated that the effected building spaces can be occupied safely.

9 Procedure Review

The Minimum Standards for Building Occupancy procedure shall be reviewed every three years but may be reviewed at any time when required.

Revisions to the procedure will be reviewed and approved by the Fire/Contractor Safety Manager being the overall authority over the procedure.

10 Records

Building Occupancy Permits and associated records shall be maintained by Safety Resources.

11 References

FMD Design Criteria requirements
National Building Code of Canada
National Fire Code of Canada
Canadian Electrical Code
City of Saskatoon By-Law (Saskatoon Fire and Protective Services)
Saskatchewan Occupational Health and Safety Act & Regulations

Application for Occupancy Permit

Applicant Name (Project Manager):		Signature:	
Building/Project Name:			Proposed Occupancy Date:
Type of Construction:	New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/>		
General Contractor Name:			Signature:
Company Name:			Date:
All standards as required for building occupancy have been met with the exception of those items listed below (include date to be completed):			
1.			Date:
2.			Date:
3.			Date:
Occupancy Permit			
Permit Type:	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	Temporary Permit Expiration Date:	
Approval:	Granted <input type="checkbox"/> Denied <input type="checkbox"/>		
Safety Resources Authorization (name):			Signature:
Permit Number:			Approval Date: