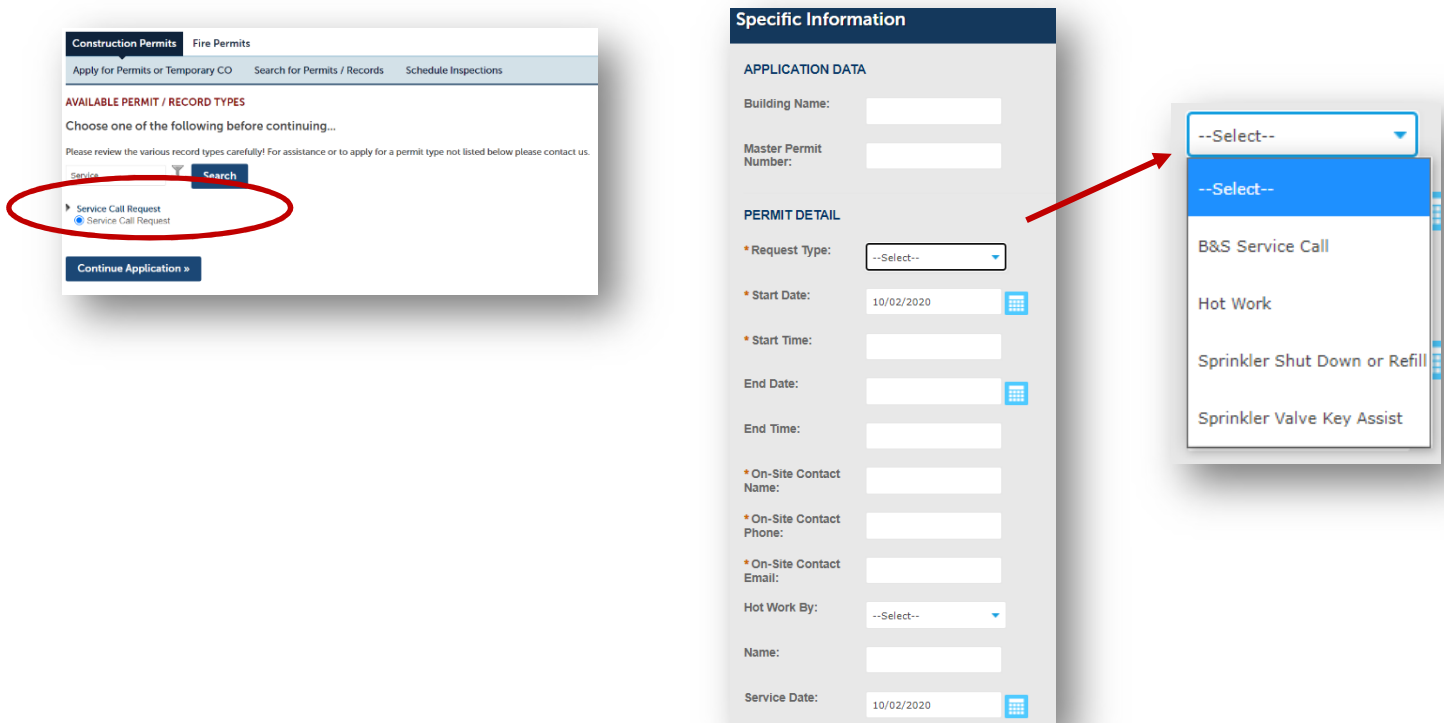


## SERVICE CALL TECHNICIAN INSPECTIONS

Following are the procedures for scheduling calls involving the Service Call Technician response team of the Central Florida Tourism Oversight District (the District), Building & Safety Department. The team responds to calls 24/7 for the following conditions:

- Hot Work
- Sprinkler Shut Down or Refill
- Sprinkler Valve Key Assist
- B&S Service Call

All inspections can be scheduled 24/7 via the online permitting system, Accela Citizen Access (ACA), at: <https://ca.rcid.org/CitizenAccess/>.



### HOT WORK

All temporary operations involving open flames or producing heat and/or sparks is considered Hot Work. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing and welding.

Hot Work Inspections shall be scheduled anytime hot work is being performed in a location where there is an active alarm system, existing structures being rehabbed, extensions or additions to existing structures, limited areas within occupied structures or any other area that may contain an atmosphere hazardous to the structure or its occupants.

**Note: If available, sprinklers must be in service and fire extinguishers readily available for all Hot Work.**

Hot Work is only valid for a maximum of seven calendar days when completed by the inspector. If the Hot Work exceeds seven days, a new Hot Work application must be submitted and a new inspection completed.

Requirements Within the Work Area:

- Flammable liquids, dust, lint and oily deposits must be removed. Floors must be swept clean.
- Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.
- All wall and floor openings covered.
- Walkways protected beneath Hot Work.
- Explosive atmosphere in area eliminated.
- Flammable liquids/gas cylinders removed from work area or stored appropriately.
- For walls or ceilings, combustibles must be moved away from side of wall. If the combustibles are not able to be relocated, a protective barrier shall be provided by welding curtains or another approved method.
- Hot Work area shall be screened, protected and safety signs displayed.
- A Fire Watch must be provided during and for a period of one (1) hour after Hot Work.

**SPRINKLER SHUT DOWN OR REFILL**

This includes automatic fire sprinkler systems to be shut down due to renovation, maintenance or an emergency. The contractor is responsible for physically performing the associated work, including, but not limited to: performing the necessary firewatches, opening/closing all required valves, shutting down/returning to service any fire pump, draining and refilling the system and checking for leaks.

Prohibited Fire Sprinkler Shut Down:

There are certain conditions when an automatic fire sprinkler system may not be taken out of service:

- Buildings where Hot Work is taking place
- Any building located in a theme park during normal operating hours, including special amusement attractions
- Any occupied assembly building/space
- Any building where a commercial kitchen is in use

**SPRINKLER VALVE KEY ASSIST**

This inspection shall be scheduled to have the Service Call Technicians unlock sprinkler valves that are locked. The Service Call Technicians will verify that the occupancy is safe for inspection, testing and maintenance.

**B&S SERVICE CALL**

Service Call Technicians shall respond to non-emergency impairments and determine whether a firewatch shall be established or lifted. The Service Call Technicians will verify that the impairment has been properly mitigated by communicating directly with the monitoring station and all responsible parties.

**FEES**

See the Fee Schedule available on the department website at: <https://www.oversightdistrict.org/doing-business/building-department/>.