	Presidio Trust **Fire Marshal's Office** *1750 Lincoln Blvd. San Francisco, California 94129*	**Date**: August 27, 2022 **Revision**: Sept 28, 2026 **Standard**: ***FAS-002***
Title: **Fire Alarm Temporary Shutdown (Non-Mesh)**	**Approved By**: *Randy Amores*	

SCOPE:

Placing a fire alarm on temporary shutdown, also known as" on test."

1. United States Park Police Dispatch is the only entity that can place fire alarm on test.
2. Contractor/Property Manager Must:
   - 2.1. Provide **48-hour notice** before the start of work requiring temporary shutdown of fire alarm and security systems.
   - 2.2. Email the following information – **Building Address – Date and Time for system to be offline and the Account Number** (01-01-####).
   - 2.3. If you do not have account number email FirePrevention@presidiotrust.gov to request account number.
3. Notify the following by email at least 48 hours in advance of work:
   - 3.1. USPP Park Dispatch: nps_uspp_sffo_comm_sec@nps.gov
   - 3.2. Presidio Trust Fire Marshal's Office: FirePrevention@presidiotrust.gov
   - 3.3. Presidio Trust Project Manager and/or Construction Manager
4. The Presidio Trust Project Manager and/or Construction Manager will notify Presidio Trust Asset Management to coordinate with tenants that may be affected by temporary fire alarm system shutdowns.
5. Phone numbers for reference or emergency:
   - 5.1. USPP Park Dispatch Non-Emergency: 415-561-5505
   - 5.2. USPP Park Dispatch Emergency: 415-561-5656
   - 5.3. Presidio Trust Fire Marshal's Office 415-745-0319
6. Notify the following by email when work is complete:
   - 6.1. USPP Park Dispatch: nps_uspp_sffo_comm_sec@nps.gov
   - 6.2. Presidio Trust Fire Marshal's Office: FirePrevention@presidiotrust.gov
   - 6.3. Presidio Trust Project Manager and/or Construction Manager