

DIVISION OF RISK MANAGEMENT  
P.O. BOX 1879  
RICHMOND, VA 23218-1879

TELEPHONE 804.225.4621 FAX 804.371.8400

IMPAIRMENT NOTIFICATION

1. Notify Division of Risk Management by completing and fax this form at least 24 hours in advance of any planned property protection impairment to 804.371.8400. In an emergency, email this form completed to [Joyce.Lee@trs.virginia.gov](mailto:Joyce.Lee@trs.virginia.gov). A property "impairment" is any situation in which a burglary, fire, or explosion protection system has been shut off or otherwise taken out of service in whole or in part.
2. Only one planned impairment should be scheduled at a time.
3. Prior to shut down, the following must be done:
  - A. Notify the public fire department and/or your alarm service company.
  - B. Have all tools and equipment to accomplish the work on hand prior to turning off the system.
  - C. Have controls manned to turn systems on in an emergency and have extra extinguishers available.
  - D. Eliminate all hazardous operations. Enforce no smoking regulations.
  - E. Continue work until completed. The impairment period must be held to a minimum.
4. When repairs are completed, do the following, where applicable:
  - A. Determine if the valves are in the open position, and lock valves open.
  - B. Make drain test.
  - C. Notify Division of Risk Management in writing when the impairment has been restored.

Address/Location of Building: \_\_\_\_\_

Description of Impairment: \_\_\_\_\_

Date and time impairment will begin and estimated time the work will be completed: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agency Name and Code Number: \_\_\_\_\_