



ADMINISTRATION DIVISION  
AND FIRE PREVENTION  
DIVISION  
Fire Station #2  
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# FIRE DEPARTMENT

## EMERGENCY 9-1-1

### Fire Safety Maintenance Duties

#### Daily

1. Exit lights should be checked to ensure that they have not been damaged and that they are illuminated.
2. Torches, regulators and welding equipment must be checked for defects.
3. Fire alarm system, AC power lamp and trouble signal must be checked.
4. Central alarm and control facility to be checked.
5. Tank heating equipment and water temperature must be checked for fire protection water tanks.
6. Temperature of fire pump rooms and water tank enclosure must be checked during freezing weather.

#### Weekly

1. Check hoods, filters and ducts in ventilation system subject to the accumulation of combustible deposits.
2. Check that sprinkler system control valves are open and properly supervised.
3. Check that dry pipe sprinkler system air pressure is being maintained.
4. Inspect valves controlling fire protection water supplies.
5. Check the water level and pressure for fire protection system pressure tanks.
6. Inspect relief valves on air and water supplies of fire protection pressure tanks.
7. Check water level in fire pump reservoirs.
8. Inspect and operate all fire pumps. Inspect storage batteries, etc.
9. Check all components for emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes.

#### Monthly

1. Inspect all doors in the fire separations.
2. Pilot lights, emergency lighting systems, batteries, units and lamps to be checked, inspected, and tested.
3. Conduct fire alarm drills in day care centers and health care facilities.
4. Test all welding and cutting equipment.
5. Inspect all portable fire extinguishers.
6. Test the building fire alarm system and check all components including standby power batteries.
7. Test the voice communication systems and loudspeakers.
8. Inspect all fire hose stations (cabinets).
9. Test the sprinkler system alarm.
10. Inspect the water level in gravity tank fire protection water tanks.
11. Test electric motor fire pumps.

#### Every Few Months

1. Test transmitters and water flow actuated devices (2 months).
2. Conduct a fire alarm drill in all high-rise buildings (3 months).
3. Test all fire safety devices in buildings regulated by Subsection 3.2.6. of the Building Code (3 months).
4. Test firefighters' elevators for proper operation (3 months).

#### Every 6 Months

1. Inspect fire protection systems for commercial cooking equipment.
2. Inspect elevator with smoke shaft.
3. Check and clean crankcase, breathers, governors and linkages on emergency generator sets.
4. Conduct inspection and maintenance of special extinguishing systems.
5. Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.
6. Conduct fire alarm drills in schools attended by children (to be conducted 3 times in the Spring and Fall terms).
7. Inspect hydrants.

## **Annually**

1. Inspect all fire dampers and fire stop flaps.
2. Test emergency lighting equipment.
3. Inspect all chimneys, flues and flue pipes.
4. Inspect disconnect switches for mechanical air conditioning and ventilation systems.
5. Clean chimney spark arrestors.
6. Conduct fire alarm drills in all buildings which have a fire alarm system.
7. Carry out maintenance procedures for fire extinguishers.
8. Conduct a complete test for the building fire alarm system by qualified personnel.
9. Conduct a complete test of the building voice communication system by qualified personnel.
10. Inspect all standpipe hose valves, plugs & caps.
11. Remove and re-rack all standpipe hose.
12. Inspect all exposed sprinkler system pipe hangers.
13. Check all sprinkler heads.
14. Inspect auxiliary drains (drum rips) and dry pipe sprinkler systems (each Fall).
15. Inspect dry pipe valve water priming level.
16. Conduct sprinkler system alarm test using the hydraulically most remote test valve.
17. Inspect and lubricate fire department connections.
18. Conduct a dry pipe system trip test.
19. Conduct a main drain flow test of the sprinkler system water supply.
20. Inspect fire protection water supply tanks.
21. Inspect the cathodic protection of steel fire protection water tanks.
22. Inspect all parts of a gravity fire protection water tank.
23. Conduct a fire pump flow test.
24. Inspect hydrants.
25. Inspect and flow test all fire hydrants.
26. Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.
27. Inspect closures at top of smoke shaft.
28. Inspect controls for air handling systems.

## **Every Few Years**

1. Check all steel fire protection tanks for corrosion (2years).
2. Inspect all fire protection water tanks connected to a non-portable water supply for accumulation of sediment (2years).
3. Check valve adjustments and torque heads for emergency generator engines (2years).
4. Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines (3years).
5. Conduct trip test of dry pipe valves on sprinkler system with valve fully open (3years).

## **Every 5 Years +**

1. Hydrostatic test of carbon dioxide and water type fire extinguishers (5years).
2. Hydrostatic test of dry standpipe system (5years).
3. Inspect fire protection water tank connected to a portable water supply. Scrape and repair as required (5years).
4. Check insulation of generator windings (5years).
5. Inspect closures in vent openings into smoke shafts (5years).
6. Replace the extinguishing agent in dry chemical fire extinguishers (6years).
7. Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers as required (12years).
8. Inspect dry pipe sprinkler system for pipe obstructions. Flush the system when necessary (15years).

## **As Required**

1. Clean any combustible dust producing operations.
2. Cleaning of residue in spray booth.
3. Inspect, clean and maintain all industrial ovens and associated ductwork.
4. Vacuum clean and dust any dry powder finishing operation.