

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

I. PURPOSE

This policy establishes the steps required for performing the monthly fixed systems inspections and the semi-annual systems testing. Fixed systems include; wet chemical kitchen hoods and special gaseous protection (halon, carbon dioxide and clean agents).

II. PERSONNEL AFFECTED

Fire Safety Specialists and Fire Safety Inspector IIs
Fire Protection Service Companies
Medical Center Facilities
River Campus Facilities
Eastman School Facilities
Information Technology

III. DEFINITIONS

Clean Agents: Electrically non-conducting, volatile or gaseous fire extinguishment that does not leave a residue upon evaporation¹. Examples include Sapphire, Novec, etc.

IV. RESPONSIBILITIES

The Fire Safety Specialist or Fire Safety Inspector II performing the testing is responsible for following all proper procedures. As a courtesy contacting the building representative when applicable to notify them of the testing.

For the semi-annual inspections and tests, the Fire Safety Staff will meet approximately one month prior to the testing month with the fire protection service company to establish the schedule for testing. Physical testing for fixed systems are performed by a licensed contractor and completed in February and August each calendar year. The vendor provides their own inspection forms and the Fire Marshal's Office maintains proof of the inspections.

V. PROCEDURES

KITCHEN HOOD SIX MONTH TESTING

A. Obtain the special instructions for each system. Instructions are located in the Fire Safety Office in the Fixed Systems Instruction Book or electronically on F:/fire/fixedsystemsinstructions.

B. The Fire Safety Specialist or Fire Safety Inspector II will contact Public Safety Dispatch just prior to testing to advise them of the testing on the kitchen system for that building and by-pass the fire alarm panel per disconnect/reconnect procedure for the specific fire alarm panel.

¹ Definition in National Fire Protection Association 2002 Standard on Clean Agent Fire Extinguishing Systems

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

C. The vendor will disable the wet chemical system release feature; it is not a requirement to discharge the system during the six-month test. Remove the previous inspection tag and fusible links from the manual release station.

D. The vendor will replace the fusible links. Take the used links and seal tie them to the manual pull station. For the August test, place the test link with the other used fusible links.

E. The vendor will trip test the system. In February, the system is tripped using the manual station and in August the system is tripped using a test fusible link. This ensures both means of activation are tested each year.

F. When the system is tripped, verify that all electrical and/or fuel supplies (gas) are shut off. Verify that make-up air fans shut down (if applicable). Refer to the fixed system instructions for specifics on each system.

G. To reset the systems, restore electrical power and/or fuel supplies to the appliances. Refer to the fixed system instructions for specifics on each system. Have facilities reset and fire shutters (if applicable) and the vendor will relight pilot lights on any appliances.

H. If the system passes inspection; the vendor will place a new tag on the manual pull station with the links. The vendor will date, initial and indicate on the back of the tag that the test was done and outcome (pass). If the system fails for any reason, the vendor will place a RED tag on the system.

I. The Fire Safety Specialist or Fire Safety inspector II will inform the kitchen supervisor and advise them of the outcome of the test.

J. Reset and restore the fire alarm system. Contact Public Safety Dispatch and advise them that testing is completed for that building and to treat all alarms per alarm protocol.

K. The Fire Safety Specialist or Fire Safety Inspector II will complete a work order for any deficiencies found during the test. Place a copy of the work order with the test from the vendor for follow-up. The Fire Safety Specialist will coordinate any retests of the system.

SPECIAL GASEOUS SYSTEMS SIX MONTH TESTING

A. Obtain the special instructions for each system. Instructions are located in the Fire Safety Office in the Fixed Systems Instruction Book or electronically on F:/fire/fixedsystemsinstructions.

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

B. The Fire Safety Specialist or Fire Safety Inspection II will contact Public Safety Dispatch just prior to testing to advise them of the testing on the gaseous system for that building and by-pass the fire alarm panel.

C. The vendor will disable the gaseous system release feature; it is not a requirement to discharge the system during the six-month test. Remove the previous inspection tag from the system.

D. In February, the vendor will do liquid level checks of the tanks and battery load testing for the release panels on halon/clean agent systems. Carbon Dioxide system tanks are weighed.

E. In August, the vendor will check tank liquid levels, weigh tanks and load test batteries in addition with trip testing the system. Smoke detectors, heat detectors, pull stations and other system devices are tested in August to satisfy the annual device testing requirement.

F. Reset the system release panel (if applicable) before restoring the system.

G. If the system passes inspection; the vendor will place a new tag on the system tank(s). The vendor will date, initial and indicate on the back of the tag that the test was done and outcome (pass). If the system fails for any reason, the vendor will place a RED tag on the system.

H. The Fire Safety Specialist or Fire Safety Inspector II will contact the person responsible for the area that the system covers and advise them of the outcome of the test.

I. Reset and restore the fire alarm system. Contact Public Safety Dispatch and advise them that testing is completed for that building and to treat all alarms per alarm protocol.

J. The Fire Safety Coordinator or Fire Safety Inspector II will complete a work order for any deficiencies found during the test. Place a copy of the work order with the test from the vendor for follow-up. The Fire Safety Specialist will coordinate any retests of the system.

FIXED SYSTEMS MONTHLY INSPECTIONS

A. In addition to the semi-annual testing done by contractors, the Fire Safety Specialist or Fire Safety Inspector II will perform a monthly check of each fixed system. Use the monthly inspection form (Appendix A) for guidance in completing the inspections.

B. The Fire Safety Specialist or Fire Safety Inspector II doing the inspection will date, initial and indicate the outcome of the monthly check (i.e. OK, dirty links, etc.).

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

C. Complete a work order for any deficiencies noted during the inspection and attach a copy with the monthly check form.

VI. REFERENCES

NFPA 12 Standard on Carbon Dioxide Extinguishing Systems

NFPA 12A Standard on Halon 1301 Fire Extinguishing Systems

NFPA 17A Standard for Wet Chemical Extinguishing Systems

NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

NFPA 2001 Standard on Clean Agent Fire Extinguishing Systems

VII. APPENDICES/FORMS

Kitchen Monthly Inspection Form (Appendix A)

Special Gaseous Monthly Inspection Form (Appendix B)

VIII. REVISION HISTORY

Date	Revision No.	Description
5/6/2011	New	Initial development of policy
8/22/2011	1	Updated Section V and Section VI
10/26/2011	2	Updated Section VII
11/2/2014	3	Triennial Review and updated
6/3/2019	4	Triennial Review and updated
10/10/2022	5	Triennial Review – updated procedures

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

Appendix A

MONTHLY INSPECTION 20XX

System

Location

Inspector

Month Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Nozzle caps are in place, undamaged & intact											
Fusible links are clean and have little or no grease buildup												
System components have no obvious physical damage												
Extinguishing system components are in their proper locations												
No cooking equipment has been added or existing equipment moved												
Nozzles are aimed at cooking surfaces they protect												
Manual actuators are not obstructed												
Tamper indicators and seals are intact												
Maintenance/Inspection tag or certificate is in place												
Pressure gauges are in operable range (if applicable)												

NOTES

**UNIVERSITY OF ROCHESTER
ENVIRONMENTAL HEALTH & SAFETY**

Policy No.: FS029	Approved by: Mark Cavanaugh
Title: Fixed Systems Testing and Inspections	Date: 10/10/2022
Revision No.: 5	Page 1 of 6
Prepared by: Mark Militello	
EH&S Department Use Only: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	UR Website: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted

Appendix B

MONTHLY INSPECTION 20XX

System _____

Location _____

Inspector _____

Month Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nozzles are in place, undamaged & intact												
System components have no obvious physical damage												
No alterations have been made to the room being protected												
Doors are self-closing/close automatically and positive latching for agent discharge												
Maintenance/Inspection tag or certificate is in place												
Pressure gauges are in operable range												
Indicate liquid level reading (cm)												
Indicate pressure gauge reading (psi)												

NOTES
