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 evaporation\(^1\). 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
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.
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 test month, 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.).
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/2011</td>
<td>New</td>
<td>Initial development of policy</td>
</tr>
<tr>
<td>8/22/2011</td>
<td>1</td>
<td>Updated Section V and Section VI</td>
</tr>
<tr>
<td>10/26/2011</td>
<td>2</td>
<td>Updated Section VII</td>
</tr>
<tr>
<td>11/2/2014</td>
<td>3</td>
<td>Triennial Review and updated</td>
</tr>
<tr>
<td>6/3/2019</td>
<td>4</td>
<td>Triennial Review and updated</td>
</tr>
</tbody>
</table>
## Appendix A

### MONTHLY INSPECTION 20XX

<table>
<thead>
<tr>
<th>System</th>
<th>Location</th>
<th>Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

---

---

---
### Appendix B

**MONTHLY INSPECTION 20XX**

<table>
<thead>
<tr>
<th>System</th>
<th>Location</th>
<th>Inspector</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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**

- 
- 
- 

---