I. PURPOSE
This policy/procedure establishes the monthly testing of the local Flamex Spark Detection and Extinguishing system FLE 3000 located in the Sage Arts Center Carpenter Shop.

II. PERSONNEL AFFECTED
Fire Safety Specialists
University Facilities

III. DEFINITIONS
FSS - Fire Safety Specialist
FSI – Fire Safety Inspector

IV. RESPONSIBILITIES
• The FSS is responsible for the monthly local inspection and the semi-annual testing of the local fire alarm system located in the wood shop in Sage Arts Center, 2nd Floor.
• Contact University Public Safety and the Facilities Call Center and alert them of the testing you are about to do.
• Contact Medical Center Facilities to coordinate this test and to seek assistance from a carpenter who will turn on dust collection system.
• This test will require two members from Fire Safety.
• Test will require the use of a flashlight to activate the infrared sensor.

V. PROCEDURES
1. Press in the Spray disconnect switch on the FLE 3000 control panel to disable the water spray.
2. Turn the Rotary selector switch to indicate the desired test light.
3. Press the spark impulse switch.
4. Slowly increase the intensity potentiometer until the FLE 3000 shows a “fire” indication. If the spark detection zone fails to respond; clean the lenses and test again.
5. The local alarm will activate unless the detection zone fails to respond.
6. Release the spark impulse switch after testing is completed.
7. Reset the FLE 3000 control panel.
8. Release the spray disconnect switch.
VI. REFERENCES

VII. APPENDICES/FORMS

VIII. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
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<tr>
<td>10/26/2011</td>
<td>New</td>
<td>Initial development of policy</td>
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<tr>
<td>6/21/2016</td>
<td>1</td>
<td>3 year review – Updated title to Fire Safety Specialist</td>
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