

**UNIVERSITY OF ROCHESTER  
ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: FS013</b>	<b>Approved by: Mark Cavanaugh</b>
<b>Title: Quarterly FDC Inspections</b>	<b>Date: 11/20/18</b>
<b>Revision No.: 3</b>	<b>Page 1 of 4</b>
<b>Prepared by: Patty Bardeen</b>	

**I. PURPOSE**

This procedure establishes the proper steps for completing the quarterly Fire Department Connection inspections for University owned buildings, as well as, ensuring proper building signage requirements.

**II. PERSONNEL AFFECTED**

This procedure affects the University of Rochester Environmental Health & Safety Fire Safety staff responsible for inspecting the fire department connections.

**III. DEFINITIONS**

Fire Department Connection (FDC): A connection to which the fire department can pump supplemental water into the sprinkler system, standpipe, or other system furnishing water for fire extinguishment to supplement existing water supply.

**IV. RESPONSIBILITIES**

The Fire Safety personnel conducting this inspection are responsible for following the proper procedures and maintaining all records associated with the inspection.

**V. PROCEDURES**

- a. Make sure the FDC is visible, free from obstruction, and accessible for fire department use. For FDC's not visible from the road, a FDC directional sign shall be posted on the street face indicating the location of the FDC.
- b. Make sure the FDC couplings are free from damage and rotate smoothly.
- c. Make sure the FDC plug or caps are in place and free from damage.
- d. Remove caps and inspect the interior for obstructions.
- e. If any obstructions are found, remove them (i.e. stones, twigs, and items that may have been placed inside).
- f. Operate clapper valve to ensure proper operation, orientation and function.
- g. Make sure the inner gaskets are in place and are in good condition (no cracking of the rubber).
- h. Make sure there are no leaks on the FDC check valve.
- i. Make sure automatic drain valve is in place and operates properly.
- j. Make sure FDC has a sign to identify it and the building it supplies (see Appendix B).
- k. If the FDC only serves one portion of the building, do the signs indicate which portion the connection serves?

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- I. Replace caps and note inspection results on FDC inspection log (see Appendix A).

**VI. REFERENCES**

NFPA 25, Inspection, Testing, and Maintenance of Water Based Fire Protection Systems.  
NFPA 13, Installation of Sprinkler Systems

**VII. APPENDICES/FORMS**

- A. Fire Department Connection Inspection Checklist
- B. Fire Department Connection Signage requirements

**VIII. REVISION HISTORY**

Date	Revision No.	Description
12/1/2009	New	Initial development of this policy
12/20/2011	1	Minor corrections in spelling and punctuation
10/30/2015	2	Insertion of FDC signage requirements
11/20/2018	3	Added information on FDC directional signs

APPENDIX A.  
Fire Department Connection Inspection Checklist

**QUARTERLY FIRE DEPARTMENT CONNECTION  
(YEAR)**

<b>LOCATION</b>	<b>QUARTER 1</b>	<b>QUARTER 2</b>	<b>QUARTER 3</b>	<b>QUARTER 4</b>
<b>(Building Name)</b>				
<b>DATE OF INSPECTION</b>				
<b>INSPECTOR NAME</b>				
<b>IS FIRE DEPARTMENT CONNECTION ACCESSABLE?</b>				
<b>ARE CAPS IN PLACE?</b>				
<b>IS SIGN INDICATING CONNECTION PRESENT AND VISIBLE FROM STREET?</b>				
<b>DO CAPS THREAD FREELY?</b>				
<b>DO CONNECTIONS SWIVEL FREELY?</b>				
<b>ARE GASKETS IN GOOD CONDITION?</b>				
<b>IS PIPING FREE OF ANY OBSTRUCTIONS OR DEBRIS?</b>				
<b>ARE CLAPPER VALVES OPERATING PROPERLY?</b>				
<b>FACILITIES NOTIFIED OF ANY DEFICIENCIES FOUND DURING INSPECTION (TIME AND DATE)</b>				
<b>INSPECTION ACCEPTABLE</b>				
<b>COMMENTS</b>				

**APPENDIX B.**  
Requirements for FDC Signage



- Sign dimensions: 24” wide X 18” tall
- Aluminum sign with stainless steel attachment. Anchor at masonry joints.
- Placement of sign is a minimum of 48” above finished grade or unless approved otherwise by Fire Marshal
- Background color is RED
- Lettering color is WHITE
- Font is HELVETICA – ALL CAPS SOLID
- 0.375” white rule inside
- Center all text
- 1.5” lettering for FIRE DEPARTMENT CONNECTION and BLDG NAME and BUILDING SYSTEM
- 2.25” lettering for DO NOT BLOCK
- Building name should be written out completely, i.e., WARNER SCHOOL, HOYT HALL, WALLIS HALL, etc.
- Building system names include:
  - SPRINKLER SYSTEM
  - STANDPIPE SYSTEM
  - SPRINKLER AND STANDPIPE SYSTEMS
- Fire Department Directional Signs
  - “FDC” not less than 6” high and words in letters not less than 2” high or an arrow to indicate location.