



Fire Extinguisher Maintenance Policy

NAME: **Fire Extinguisher Maintenance Policy**
ISSUING DEPARTMENT: **Environmental Health & Safety**
ISSUED DATE: **January 15, 2003**
REVIEWED DATE: **October 6, 2020**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **March 24, 2015**

PURPOSE

The purpose of this policy is to ensure portable fire extinguishers are primed and available for an emergency fire situation. Fire extinguisher inspection, maintenance, and testing shall follow the guidelines of the latest revision of NFPA 11 guide for portable fire extinguishers.

SCOPE

This procedure concerns all university buildings equipped with portable fire extinguishers.

FORMS

Any records regarding the service, maintenance, and testing of portable fire extinguishers will be maintained by the Environmental Health & Safety Director.

RESPONSIBILITY

The Environmental Health & Safety Director is responsible for the modification and updating of this policy in conjunction with the VP Finance & Administration. Annual review by the Environmental Health & Safety Director will be performed and submitted electronically on or before July 1st of each year to the VP Finance & Administration.

POLICY/PROCEDURE

Environmental Health and Safety Director: To ensure an atmosphere of preparedness exists at all times, the responsibility for inspection, maintenance, testing, service, and recordkeeping of portable fire extinguishers shall be assigned only to the Environmental Health & Safety Director. This individual will ensure monthly inspections are being performed on the university campus and provide guidance in the placement of additional portable fire extinguishers on the university campus.

Fire Extinguisher Contractor: Provide scheduled annual maintenance and inspection of portable fire extinguishers on the university campus. Provide the 6-year service and the 12-year hydrostatic testing as required or provide exchange units to replace units which are due for service.

1. Fire Extinguisher Inspection:

A. Portable fire extinguishers shall be visually inspected on a monthly basis.

These inspections shall include the following:

- Extinguisher is present and accessible
- Extinguisher is fully charged
- There are no obstructions to discharge hoses

- Inspection tag is dated and initialed
 - Any deficiencies noted will be corrected or the extinguisher will be replaced
- B. Portable fire extinguishers shall be inspected on an annual basis by a certified portable fire extinguisher maintenance and service company. During this inspection the company shall ensure that the following areas are checked for each portable fire extinguisher on the university campus:
- Receive required 6-year maintenance per the manufacture guidelines
 - Receive required hydrostatic testing per manufacture guidelines
 - If an extinguisher is removed from its location assure a replacement is made available to the university of equal type and capacity
 - Assure all inspections, as required, are completed in a timely manner so to return the fire extinguisher to service

2. Documentation:

- A. The Environmental Health & Safety Director shall maintain documentation of the annual service maintenance performed.
- B. The monthly inspections shall be recorded on the inspection tag affixed to the individual fire extinguisher. Date and initials of the inspector is required.
- C. The Environmental Health & Safety Director shall upon request provide to the Facilities Department evidence of annual testing of portable fire extinguishers.
- D. Inspection records of the individual fire extinguisher shall be maintained by the maintenance contractor currently responsible for the annual maintenance.
- E. A master location of each portable fire extinguisher on campus shall be maintained by the Environmental Health & Safety Director. This list will be verified during the annual inspection of all portable fire extinguishers.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page and maintained by the Environmental Health & Safety Office and the VP Finance & Administration.