


Procedure for Performance of Fire Extinguisher Maintenance/Monthly Checks

NAME: Fire Extinguisher Maintenance/Monthly Checks
Procedure/Policy

ISSUING DEPARTMENT Environmental Health & Safety

ISSUED DATE: January 15, 2003

REVIEWED DATE: March, 2015

APPROVING AUTHORITY: President  H&S

DATE REVISED: March 24, 2015

PURPOSE

This procedure designates the approved process for the inspection, maintenance and testing of all Mansfield University (hereafter MU) owned portable fire extinguishers. The responsibility of maintenance, recordkeeping, inspection, and service shall be assigned only to the Environmental Health & Safety Coordinator. This individual will jointly insure the details of this procedure are followed to provide portable fire extinguisher availability for an emergency fire situation.

SCOPE

This procedure concerns all university buildings equipped with portable fire extinguishers. Fire extinguisher inspection, maintenance and testing shall follow the guidelines of the latest revision of NFPA 11 guide for portable fire extinguishers.

FORMS

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

RESPONSIBILITY

The Environmental Health & Safety Coordinator is responsible for the creation, modification and updating of this procedure. Annual review will be performed and submitted electronically on or before July 1st of each year.

PROCEDURE

Responsibilities

Environmental Health and Safety Coordinator: To insure an atmosphere of preparedness exists at all times by providing inspection, maintenance, and testing of portable fire extinguishers. Assure the monthly inspection is being performed on the university campus. Provide guidance in the placement of additional portable fire extinguishers on the university campus.

Fire Extinguisher Contractor: To 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 insure 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 it's 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 Coordinator 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 Coordinator 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 Coordinator. This list will be verified during the annual inspection of all portable fire extinguishers.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices. The Environmental Health & Safety Office will update the information on their web content area and will email the web master with the updated link to be added to the MU Policy/Procedure Directory.