Title: Fire Extinguisher Inspection and Maintenance Procedure

Effective Date: November 2005

Revision Date: January 27, 2017

Issuing Authority: VP, Facilities and Construction Management

Responsible Officer: Director Environmental Health and Safety

PURPOSE OF THE PROCEDURE
To ensure the proper operation of fire extinguishers during a fire emergency; to provide a mechanism for rapid identification and replacement of missing, damaged, or undercharged fire extinguishers; and to provide for routine maintenance of fire extinguishers as required by the 2014 NYC Fire Code and Rules for the City of New York and National Fire Protection Association Standard 10.

SCOPE OF THIS PROCEDURE
This policy covers all fire extinguishers throughout university facilities.

WHO NEEDS TO KNOW THIS PROCEDURE
Facility & Construction Management personnel. CBS maintenance personnel.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety
EHS – Fire & Life Safety shall with Contract Management be responsible for acquiring a vendor to conduct testing & inspection of fire extinguishers as per NYC Fire Code & NFPA Standard 10.

Directors or Department Chairs
Shall ensure that all administrative staff, faculty and students maintain access to fire extinguishers at all times. Additionally they shall ensure that fire extinguishers within their respective work spaces are not tampered with, removed or relocated.

FCM and the Office of Construction Management (OCM)
Facility Managers shall be responsible for scheduling testing & inspection of fire extinguishers with university vendor. FCM personnel in academic facilities shall conduct monthly inspection of fire extinguishers within their portfolios. They shall record each inspection on the inspection card attached to each fire extinguisher.

CBS personnel in student and faculty housing facilities shall conduct monthly inspection of fire extinguishers within their portfolios. They shall record each inspection on the inspection card attached to each fire extinguisher.

Complaint Response
Concerns regarding fire extinguishers will be addressed by EHS-Fire & Life Safety or directed to the associated FM for
PROCEDURE DEFINITIONS

906.2 General requirements. Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and NFPA 10.

UNIVERSITY PROCEDURE

Fire Extinguisher Inspection

1. A fire extinguisher in a general area (i.e., corridor, classroom, dormitory, etc.) should be inspected upon initial installation and on a monthly basis thereafter. A fire extinguisher should be inspected more than once per month if circumstances require. Building maintenance personnel should perform inspections.

2. A fire extinguisher in a dormitory room (i.e., kitchen unit) should be inspected upon initial installation and at each annual maintenance check by the university’s approved service provider see section 2.0).

3. Inspection is a visual check to determine that a fire extinguisher is available and in proper working order. An inspection is intended to confirm that the extinguisher is fully charged and operable. This is accomplished by verifying that the extinguisher is in its designated place, has not been actuated nor tampered with, and appears free of any physical damage or condition that would render it inoperable.

4. A fire extinguisher inspection should confirm, as a minimum, the following:
   a. that the extinguisher is located in its designated location;
   b. that fire extinguisher access and visibility are unobstructed;
   c. that operating instructions on the extinguisher nameplate are legible and facing forward;
   d. that seals and tamper indicators are not broken nor missing;
   e. that the extinguisher is free of corrosion and leakage;
   f. that the extinguisher nozzle is not clogged;
   g. that the pressure gage is in the appropriate position.
   h. In addition, the extinguisher fullness should be verified by "hefting."

5. When inspection of a fire extinguisher reveals a problematic condition, immediate corrective action shall be taken. It is the responsibility of the Building Manager to ensure that a fire extinguisher is serviced as follows:
   a. Rechargeable Extinguisher - applicable maintenance procedures.
   b. Non-rechargeable Dry Chemical Extinguisher - discharged and removed from service.
   c. Non-rechargeable Halogenated Agent Extinguisher - removed from service, but not discharged, and returned to the manufacturer. If the extinguisher cannot be returned to the manufacturer, it shall be returned to a fire equipment dealer or distributor for recovery of the halon.
   d. Building maintenance personnel should date and initial a record of fire extinguisher inspections. Such records must be made available upon request of the Environmental Health & Safety
**Fire Extinguisher Maintenance**

1. A Facility Manager shall be responsible for scheduling annual maintenance inspection of fire extinguishers with the university’s approved service provider. Maintenance is a thorough examination that is intended to confirm that a fire extinguisher will operate safely and effectively. Maintenance includes a thorough examination and any necessary repair or replacement. Maintenance will normally indicate whether or not hydrostatic testing of the fire extinguisher is required. Maintenance shall be performed only by the university’s approved service provider.

2. Every fire extinguisher shall have a tag or label securely attached that indicates the month and year that maintenance and recharging were performed and identifies the contractor that performed the services. Labels shall not be placed on the front of the extinguisher where they may obscure operating instructions.

**Hydrostatic Testing**

1. Shall be conducted in accordance with NFPA standards

2. If an extinguisher shows evidence of corrosion or mechanical injury, it shall be removed from service and tested by the university’s approved service provider.

3. An extinguisher with DOT or CTC markings shall be hydrostatically tested (or replaced) according to the requirements of DOT or CTC.

4. An extinguisher exhibiting one or more of the following conditions shall not be hydrostatically tested but shall be returned to the university’s approved service provider and replaced.
   - Evidence of repair by soldering, welding, brazing or the use of patching compounds
   - Damaged cylinder or shell threads
   - Pitting corrosion
   - Evidence of having been burnt (as in a fire)
   - A calcium chloride type of extinguishing agent used in a stainless steel extinguisher
   - A copper or brass shell joined by soft solder or rivets

5. Any inverting-type extinguisher shall be returned to the university’s approved service provider and replaced.

**New Fire Extinguishers**

1. Selection of a fire extinguisher type for a new installation shall be approved by the Environmental Health & Safety based upon the hazard(s) present. Building maintenance personnel shall perform the actual installation according to the specifications outlined in chapter 9 of the NYC Fire Code.

2. A fire extinguisher that is out of service for maintenance or recharge shall be replaced by a spare extinguisher of the same type and at least equal rating.

3. Following the use of a fire extinguisher, the Facility Manager shall ensure that a replacement extinguisher of the same type and at least equal rating is installed immediately.
RELATED POLICIES

NYU EHS Fire Safety Policy

RELEVANT RESOURCES

NYC Fire Code Chapter 9
NFPA Standard 10