



Subject: FIRE EXTINGUISHER INSPECTION AND MAINTENANCE

Policy No. 137

APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

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 NYC Fire Prevention Code and the 1990 Edition of "Portable Fire Extinguishers" (1991 National Fire Codes [Quincy: National Fire Protection Association, 1991], pp. 10-1 - 10-53).

POLICY AND GENERAL INFORMATION

1.0 Fire Extinguisher Inspection

- 1.1 A fire extinguisher in a general area (i.e., corridor, classroom, 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.
- 1.2 A fire extinguisher in a dormitory room (i.e., kitchen unit) should be inspected upon initial installation and at each semi-annual maintenance check by an outside service contractor (see section 2.0).
- 1.3 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.
- 1.4 A fire extinguisher inspection should confirm, as a minimum, the following: that the extinguisher is located in its designated location; that fire extinguisher access and visibility are unobstructed; that operating instructions on the extinguisher nameplate are legible and facing forward; that seals and tamper indicators are not broken nor missing; that the extinguisher is free of corrosion and leakage; that the extinguisher nozzle is not clogged; and that the pressure gage is in the appropriate position. In addition, the extinguisher fullness should be verified by "hefting."
- 1.5 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:

ISSUE DATE	REPLACES	ORIGINATOR
1/02	11/95	ENVIRONMENTAL SERVICES

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Rechargeable Extinguisher - applicable maintenance procedures.

Non-rechargeable Dry Chemical Extinguisher - discharged and removed from service.

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.

- 1.6 Building maintenance personnel should date and initial a record of fire extinguisher inspections. Such records must be made available upon request of the Environmental Services Department. If a deficiency is encountered during the fire extinguisher inspection, the inspection record must note (in addition to the date and inspector's initials) the nature of the deficiency and the corrective action taken. A copy of a record that documents a deficiency must be submitted to the Environmental Services Department after the appropriate corrective action has been accomplished.

2.0 Fire Extinguisher Maintenance

- 2.1 A Building Manager shall ensure that fire extinguishers receive maintenance in accordance with manufacturer recommendations at least once every six months or when specifically indicated by an inspection (see section 1.5). 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 by a person having available the appropriate servicing manual(s), the proper types of tools, recharge materials, lubricants, and manufacturer recommended replacement parts or parts specifically listed for use in the extinguisher.
- 2.2 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.

3.0 Hydrostatic Testing

Hydrostatic testing shall be performed by persons trained in pressure testing procedures and safeguards. Such persons shall have available suitable testing equipment, facilities, and appropriate servicing manuals.

3.1 Test Frequency

Test Interval

5 years

Extinguisher Type(s)

Stored Pressure Water, Loaded Stream, and/or Antifreeze

Wetting Agent

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Aqueous Film Forming Foam (AFFF)

Film Forming Fluoroprotein Foam (FFFP)

Dry Chemical with Stainless Steel Shell

Carbon Dioxide

12 years

Dry Chemical or Stored Pressure with Mild Steel Shell,
Brazed Brass Shell, or Aluminum Shell

Halogenated Agents

Dry Powder, Stored Pressure, Cartridge-Operated or
Cylinder-Operated with Mild Steel Shell

3.2 If an extinguisher shows evidence of corrosion or mechanical injury, it shall be hydrostatically tested.

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

3.4 An extinguisher exhibiting one or more of the following conditions shall not be hydrostatically tested but shall be destroyed at the direction of the Building Manager:

- 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

3.5 Any inverting-type extinguisher shall not be hydrostatically tested but shall be destroyed at the direction of the Building Manager.

4.0 New Fire Extinguishers

4.1 Selection of a fire extinguisher type for a new installation shall be approved by the Environmental Services Department based upon the hazard(s) present. Building maintenance personnel shall perform the actual installation according to the Environmental Services Department specifications.

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- 4.2 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.
- 4.3 Following the use of a fire extinguisher, the Building Manager shall ensure that a replacement extinguisher of the same type and at least equal rating is installed immediately.