



Subject: **FIRE ALARM SYSTEM INSPECTION, TESTING AND MAINTENANCE**

Policy No. 132

APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

To ensure that the University fire alarm systems are being maintained and tested in accordance with the New York City Fire Prevention Code and The Rules of the City of New York (RCNY) Chapter 17 - "Fire Alarm Systems", so that they are ready for immediate use in an emergency.

POLICY AND GENERAL INFORMATION

1.0 Inspection

1.1 All interior Fire Alarm Systems shall be visually inspected at least once a month by a competent person holding a certificate of fitness for Maintenance of Fire Alarm Systems (F37), to determine that all components of the system are in proper working order and ready for immediate use.

1.2 All Class "E" Systems Fire Command Stations shall be visually inspected daily, by the Fire Safety Director, to determine that it is on line and trouble signals are investigated.

2.0 Testing

2.1 All interior Fire Alarm Systems shall be tested on a daily basis, under the supervision of the certificate holder, to determine that they are in proper working order.

2.2 All interior Fire Alarm System manual pull stations shall be tested on a monthly basis, under the supervision of the certificate holder, to determine that each station is in proper working order.

2.3 All automatic sprinkler system water flow alarms shall be tested monthly, under the supervision of a person holding a certificate of fitness.

2.4 All smoke detectors shall undergo a cleaning procedure, at least every six months, in accordance with the manufacturer's specifications.

2.5 All smoke detectors shall be tested for sensitivity annually, per manufacturer's recommended procedures.

2.6 All Class "E" Systems Fire Command Station lamp test switch/button shall be activated daily.

ISSUE DATE	REPLACES	ORIGINATOR
4/03	1/02	ENVIRONMENTAL SERVICES

- 2.7 All Class "E" Systems shall transmit an alarm to the central station alarm company monthly, to verify transmission.
- 2.8 All Class "E" Systems manual pull stations shall be activated semi-annually
- 2.9 All Class "E" Systems shall have the audibility of alarm sounding devices and operation of strobe lights verified semi-annually.
- 2.10 All Class "E" Systems shall verify that system "Fail-safe" door releases are operational, semi-annually.

3.0 Notification

- 3.1 If a Fire Alarm System is connected to a central station supervisory service, the central station shall be notified before and after completion of all tests.
- 3.2
 - (a) During normal business hours, malfunctions in equipment or Fire Alarm transmission shall be reported immediately to the Building Manager/Fire Safety Director, Environmental Services Department, Protection Department and for all Academic/Administrative facilities the Code Compliance Manager.
 - (b) After normal business hours, malfunctions in equipment or Fire Alarm transmission shall be reported immediately to the Building Manager/Fire Safety Director, Environmental Services Department via the emergency cell phone, Protection Department and for all Academic/Administrative facilities the Off-Hours Supervisor (ext. 53344) and the Code Compliance Manager.
- 3.3 The Environmental Services Department will notify the Fire Department and the insurance carrier regarding fire alarm system impairments, if necessary during normal business hours. The Off-Hours Supervisor shall notify the Fire Department after normal business hours (at 212 570-4300).

4.0 Record Keeping

- 4.1 A complete written record of all inspections and tests shall be kept for examination by the Fire Department, insurance company loss control inspectors and the Environmental Services Department.

5.0 Maintenance

- 5.1 It shall be the responsibility of each Building Manager/Fire Safety Director to ensure that all Fire Alarm Systems under their control are maintained in proper working order and ready for immediate use in a fire emergency.
- 5.2 System malfunctions should receive immediate attention and repairs, if required, should be expedited to return the system(s) to full operation as quickly as possible.

6.0 System Impairments

- 6.1 If any fire alarm system becomes inoperative at any time, it shall be the duty and responsibility of the person holding a certificate of fitness for the supervision and maintenance of the system to notify all occupants of the building and to take immediate action to have the fire alarm system restored to proper working order. Placards shall be placed on all fire alarm boxes indicating that the system is inoperative.
- 6.2 If a system malfunction cannot be repaired and a system restored to full operation by the end of a normal workday, certified fireguards shall be provided during all idle hours for the duration of the alarm system impairment.
- 6.3 Fireguards must hold a valid certificate of fitness issued by the New York City Fire Department and must know the location of all fire protection devices, as well as, interior and exterior alarm boxes.
- 6.4 If the alarm system is impaired, Building Maintenance shall implement the Factory Mutual Red Tag Alert System as is performed for sprinkler and standpipe impairments. Building Maintenance shall send Environmental Services a copy of the Red Tag used during alarm system impairment. Notification shall be provided as noted in Section 3.0.

7.0 System Off-Line Criteria

- 7.1 Systems should not be taken off line (disconnected from the Central Station to avert calling the New York City Fire Department) to preclude alarm activation from construction work. In areas undergoing construction, smoke detectors should be removed from their respective bases while construction is in progress and immediately replaced at the end of each day when construction work has been completed for the day. In lieu of removing the smoke detector a protective cover can be placed over the detector to prevent activation and should be removed when construction work has been completed for the day. While the smoke detectors are disconnected or covered a fire watch shall be in effect.
- 7.2 Notification shall be provided as noted in Section 3.0 and the Factory Mutual Red Tag Alert System shall be used as noted in Section 6.4.