

Title: Alarm System Inspection, Testing and Maintenance Safety 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 fire alarm systems are capable of functioning as designed and maintaining a safe environment for university personnel and students.

### **SCOPE OF THIS PROCEDURE**

To ensure that the University fire alarm systems are being maintained and tested in accordance with the New York City Fire Code (Chapter 9) and NFPA standards

### **WHO NEEDS TO KNOW THIS PROCEDURE**

Facility Managers, Building Operators and Engineers and Student Housing.

### **PROCEDURES FOR IMPLEMENTATION**

#### **Responsibilities:**

##### **Department of Environmental Health and Safety**

EHS – Fire & Life Safety shall be responsible for forwarding to facility managers the semi-annual fire alarm inspection schedule for their review. EHS will forward the semi-annual test/inspections scheduled for each specific week on the Monday of the preceding week.

##### **Directors or Department Chairs**

Upon notification of testing and maintenance of alarm systems, ensure their respective faculty and staff are aware that testing and maintenance of alarm systems and to expect audible and visual alarms to be activated.

##### **Facilities Manager, Department Manager, Construction Manager and Supervisors**

Facility managers shall confirm scheduled test/inspections dates & times directly with the fire alarm vendor. Facility managers shall be responsible for notifying all clients of upcoming test/inspections and providing access and support to vendors as necessary.

OCM Project Managers shall advise facility managers of all fire alarm testing and inspections associated with construction projects under their supervision.

##### **Maintenance and Housekeeping Personnel**

Provide support to fire alarm vendors as required.

Be aware of fire alarm devices and make a continuous effort to prevent the occurrence of unwarranted fire alarm activations as a result of housekeeping and maintenance activities.

## Complaint Response

Concerns regarding tests and inspections will be addressed by EHS-Fire & Life Safety or directed to the associated FM or PM for resolution.

## PROCEDURE DEFINITIONS

**FIRE ALARM SYSTEM:** Any system, including any interconnected fire alarm sub-system, of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices.

**ALARM NOTIFICATION APPLIANCE:** A fire alarm system component, such as a bell, horn, speaker, light, text display or vibration device that issues an audible, tactile, and/or visual alert

**PROTECTED PREMISES:** A building, occupancy or structure located in the city that is equipped with a fire alarm system that transmits an alarm signal to the department or a central station that monitors such system for the purposes of reporting fire alarms to the department, whether or not the installation of such system on the premises is required by law.

**CENTRAL STATION:** A facility that receives alarm signals from a protected premises and retransmits or otherwise reports such alarm signals to the department.

# UNIVERSITY PROCEDURE

## Inspection

1. NYC Fire Code requires interior fire alarm systems components to be inspected as per NFPA 72 by a FCM staff member holding a certificate of fitness for Supervision of Fire Alarm Systems & other Related Systems (S-95), to determine that all components of the system are in proper working order and ready for immediate use. The results of inspections must be recorded
2. All Class "E" systems fire command stations shall be inspected daily, by the Fire Safety Director, to determine that it is on line and trouble signals are investigated.

## Testing

1. NYC Fire Code requires interior fire alarm systems components shall be tested as per NFPA 72 standards. Testing frequency can be found in NFPA. Any programming, servicing, semi-annual testing, repairing and/or replacing the fire alarm system components shall be conducted only by an S-97/S-98 Certificate of Fitness holder employed by the fire alarm vendor.
2. All Class "E" systems fire command station lamp test switch/button shall be activated daily by the Fire Safety Director.

## Notification

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.
2. During normal business hours, malfunctions in equipment or fire alarm transmission shall be reported immediately to the Facility Manager, EHS, and Public Safety Department.
3. After normal business hours, malfunctions in equipment or fire alarm transmission shall be reported immediately to the Facility Manager, EHS, Public Safety Department and for all Academic/Administrative facilities the Off-Hours Supervisor (ext. 53344).
4. The facility or project manager will notify the Fire Department regarding fire alarm system impairments, if necessary, (at 212 570-4300). See procedure Fire Protection System Impairments

## Record Keeping

1. A complete written record of all inspections and tests shall be maintained in the alarm log for each facility. The records shall be readily available for examination by the Fire Department, insurance company loss control inspectors and EHS.

## Maintenance

1. It shall be the responsibility of each Facility Manager 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.
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.

## System Off-Line Criteria

1. Systems should be taken off line (disconnected from the Central Station to avert calling the New York City Fire Department) only when absolutely necessary. When fire alarm systems are taken off line or detection and notification appliances are impaired the university impairment procedures shall be followed. Every effort shall be made to avoid transmission of unnecessary or unwarranted alarms during housekeeping, maintenance or construction operations. All detection and notification appliances (smoke/heat detectors) which were impaired shall be immediately returned to service at the end of each day when construction work has been completed.

### **RELATED POLICIES**

NYU Fire and Life Safety Policy

NYU Fire Safety Procedure

Fire Protection System Impairments

### **RELEVANT RESOURCES**

NYC Fire Code – Chapter 9

NFPA 72