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| Building Maintenance | | | | | Task: | Fire Protection | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Are fire extinguishers located at main exits and all other places required by law, and tagged with annual proof of service. (DC-96)** * **Are fire hose or sprinkler systems in good working condition?** **(DC-96)** * **Are smoke alarms fully functional? (DC-96)** * **Do dwelling-unit kitchens have smoke detectors? Have ovens, hoods, ducts, and filters been cleaned of grease and dirt? (DC-96)** * **Have carbon monoxide and radon alarms been checked and function properly? (If required in the building or dwelling unit.) (DC-96)**   **Fire Extinguisher**   * Verify accuracy of tag information, maintenance due dates and that tag is not expired. If tagged due date expires before next yearly inspection, have extinguisher serviced by a licensed technician. * Ensure that each extinguisher is conspicuous, readily accessible and is in its assigned location. * Ensure that the instructions are legible and facing forward and that the serial number is legible. * Check that the pressure gauge indicator is in the green. * Inspect cylinder for corrosion, abrasion, dents, damage, missing or improperly replaced parts. * Inspect discharge lever and ring pin for any dirt or corrosion that might impair freedom of movement. * WIPE DOWN the extinguisher. * Have damaged extinguishers tested and serviced by a licensed technician.   **Note:** If extinguisher is used, immediately have it serviced by a licensed technician.  Fire and Smoke Alarm   * Manually operate detectors to test operation. * Dust and clean according to the manufacturer’s instructions. * Check the manufacturer’s requirements for battery replacement and replace battery accordingly. * Check that no one has painted over the detectors. * Replace dented or broken covers. * Blow out dust using canned or compressed air. * Test the system integrity by checking all the detectors **within a year** in accord with the manufacturer’s instructions. * If other warning devices are used, test these to ensure they are functioning correctly. For instance, if there is a smoke detector in the ventilation ductwork, test to see if it sends a signal to the alarm and then shuts down the air handling unit.   **Building Integrated Fire Suppression / Sprinkler System**   * To be serviced yearly by a licensed technician. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |