

Approved By: Board of Directors	Adopted Date: 08/01/2017
Distribution: Operations	Revision Date(s):
Category: Administration & Governance	Reviewed Date:

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**PURPOSE:** Open Door Community Health Centers takes seriously our responsibility to maintain our fire safety systems to ensure our patient and staff safety. This Policy defines which maintenance requirements are necessary in patient occupied buildings which have fire safety systems, like fire sprinklers, smoke dampers, or automatic smoke detection devices

**POLICY:** Inspections of the following items will occur on the following schedule. Documentation of each inspection and the individual performing the inspection will be kept in Corporate Services and presented to any regulatory agency requesting it.

- At least quarterly, supervisory signal devices (except valve tamper switches) shall be tested. The completion date of the test is documented.
- Every 6 months valve tamper switches and water flow devices are tested. The completion date of the test is documented.
- Every 12 months, duct detectors, electromechanical releasing devices, heat detectors, manual fire alarm boxes, and smoke detectors are tested. The completion date of the test is documented.
- Every 12 months visual and audible fire alarms (including speakers) are tested. The completion date of the test is documented.
- Every quarter fire alarm equipment for notifying the local fire responders is tested. The completion date of the test is documented.
- Every week fire pumps, under no-flow conditions are tested. The completion date of the test is documented.
- Every 6 months water storage tank high and low water level alarms are tested. The completion date of the test is documented.
- Every month during extreme cold weather the water tank temperature alarms are tested. The completion date of the test is documented.
- Every 12 months main drains at system low point or all system risers is tested. The completion date of the test is documented.
- Every quarter fire department water supply connections are tested. The completion date of the test is documented.
- Every 12 months fire pumps, under flow, are tested. The completion date of the test is documented.
- Every 5 years water flow tests for stand pipe systems are completed. The completion date of the test is documented.
- Every 4 years fire and smoke dampers are operated and inspected to verify they fully close. The completion date of the test is documented.
- Every 12 months automatic smoke detection equipment, for shutting down air-handling equipment, is tested. The completion date of the test is documented.
- Every 12 months all fire doors are tested for operation and complete closure. The completion date of the test is documented.

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**REFERENCES:**

*National Fire Protection Association (NFPA25, 1998)*

*Joint Commission Standards, Environment of Care, EC.02.03.05*

**ASSOCIATED DOCUMENTS:**

*None*

**KEYWORD TAGS:**

*Extinguisher, fire extinguisher, sprinklers, fire, detectors*