

# HUMBOLDT STATE UNIVERSITY

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## Facilities Management

Standard Operating Procedure: PO009-170311

Title: Inspection of Fire Extinguishers

Fire extinguishers shall be inspected per current code and regulations per the standard operating procedure outlined below:

### **Monthly Inspection**

1. Fire extinguishers are located in a variety of spaces throughout the campus. Monthly inspections are conducted by staff based on assignment by their designated manager. Assignments generally follow the description below:
  - Fire extinguishers located in buildings maintained by Facilities Management are generally inspected by custodial staff. Inspections for fire extinguishers located in buildings without a custodial assignment or for rooms which custodians do not have access to are performed by designated building trades staff. A list of spaces which custodians do not have access to is attached.
  - Fire extinguishers located in vehicles operated by Facilities Management staff are inspected by the primary staff member assigned to the vehicle. Inspections for fire extinguishers located in vehicles without a designated primary staff assignment are completed by designated auto shop staff.
2. Monthly inspections for fire extinguishers located in buildings shall be completed by assigned staff utilizing forms provided by the Facilities Maintenance Manager.
3. Monthly inspections for fire extinguishers located in vehicles shall be completed as part of the routine vehicle inspection and utilizing forms provided by the Facilities Maintenance Manager.
4. All monthly inspections shall be completed the first week of each month. Forms, as described above, shall be completed as part of the inspection process and returned to the inspecting staff member's Unit lead person or manager.
5. The following inspection tasks are required monthly by those persons assigned to complete them:
  - Confirm the extinguisher is visible, unobstructed, and in its designated location.
  - Confirm the extinguisher type noted on the extinguisher matches that noted on the Building Fire Extinguisher Inspection Log or Vehicle Inspection Form.
  - Verify the locking pin is intact and the tamper seal is unbroken.
  - Examine the extinguisher for obvious physical damage, corrosion, leakage or clogged nozzle.
  - Confirm the pressure gauge or indicator is in the operable range or position (green area on the gauge).
  - Ensure the extinguisher operating instructions are legible and facing outward.
  - Confirm the last "professional service" date on the extinguisher tag has occurred within the past 12 months.
  - Initial and date the back of the extinguisher tag.
  - Report all deficiencies discovered during the course of the inspection via the Fire Extinguisher Inspection Deficiency Report Form and turn it in to the

assigned Unit lead person or manager no later than the end of the shift during which the inspection was completed.

6. Staff members are responsible for collecting any referenced deficient extinguishers and providing them, along with the completed Fire Extinguisher Inspection Deficiency Report Forms to their designated Unit lead person or manager who shall file a work order for the required repairs and/or replacement.
7. The Facilities Maintenance Manager shall be responsible for promptly resolving any reported deficiencies and ensuring replacement extinguishers are deployed in a timely manner.

#### **Professional Service Inspections**

1. The Facilities Maintenance Manager shall be responsible for ensuring all other professional service inspections, as required by code or regulation, are implemented within the required deadlines and timeframes for such.
2. All extinguishers must be inspected by a licensed fire extinguisher maintenance contractor once every 12 months.
3. All extinguishers require servicing and testing every six years or when the extinguisher has been used, the pin pulled out, or if the gauge is not located in the proper ("green") pressure area. Servicing must be completed by a licensed fire extinguisher maintenance contractor.

#### **Fire Extinguishers Installed or Placed by Others**

1. The Facilities Maintenance Manager shall be responsible for conducting an annual inspection of all fire extinguisher locations. Should the inspection reveal the presence of additional extinguishers which have been installed or placed by others, the Facilities Maintenance Manager shall confiscate the extinguisher and attempt to determine the source of its placement. If determined, notification shall be made that placement of extinguishers require the approval of Facilities Management. Notification shall include information related to the inspection and maintenance requirements for said equipment, liability issues and the process by which a fire extinguisher can be requested.

#### **Requests for Additional Fire Extinguishers**

1. All extinguisher locations and additional extinguisher requests must be reviewed and approved by the Campus Building Official.

#### **Inspection Training**

1. Individual managers shall be responsible for ensuring orientation training is provided to all staff tasked with participating in the inspection of fire extinguishers. Such training shall be provided within the first month of hire for new employees and renewed annually. Training shall include information concerning the inspection and reporting process.

#### **REFERENCES**

- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- Building Fire Extinguisher Inspection Log
- Vehicle Inspection Form

- Fire Extinguisher Inspection Deficiency Report Form
- Building Fire Extinguisher Location Maps
- Fire Extinguisher Inspection Deficiency Report Form
- List of Buildings and/or Rooms Where Custodial Access is Not Afforded