



Title: **Fire Extinguishers**

EH&S – 5-10

Revision: 6/3/2008

Date 11/03

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PURPOSE: To provide a program to ensure that all facility fire extinguishers are accounted for and maintained in a serviceable condition.

SCOPE: Hospital wide

PROCEDURES:

I. Inspection and Testing

- A. Fire extinguishers shall be inspected, tested and maintained by Environmental Health and Safety (EH&S) in strict accordance with the current version of NFPA 10.
- B. Record keeping for all fire extinguishers shall be the responsibility of EH&S and shall occur as follows:
 1. Each fire extinguisher shall have a bar code label affixed to it for the purpose of scanning with a bar code reader.
 2. Any time there is inspection, testing, or maintenance on a fire extinguisher, the extinguishers bar code label shall be “swiped” and the information entered into the master data base so as to maintain an individual, historical record on each extinguisher.
- C. EH&S will fund and manage the fire extinguisher service contract that provides capability for recharging, repairing, hydro-static testing, and 6-year tear downs.
- D. Any time an extinguisher is pulled out of service, a like size and type extinguisher shall immediately be put in its place.
- E. The EH&S Fire Marshals shall be contacted any time an extinguisher is used or requires service (i.e., low pressure, discharged).
- F. At no time shall fire extinguishers tampered with, moved, blocked, damaged, or otherwise made unusable for emergency purposes.
- G. Fire extinguishers shall either be mounted on a wall or located in an extinguisher cabinet in accordance with NFPA 10, Standard for Portable Fire Extinguishers.

- H. EH&S Fire Marshals will determine proper type and placement of fire extinguishers. Physical Plant will be responsible for mounting all fire extinguishers.

II. Off-site facility fire extinguishers

- A. Fire extinguishers for Hospital affiliated facilities shall be maintained by EH&S at the same frequency as outlined above.
- B. Bar coding and record keeping shall be by EH&S using the same technology and database as outlined above.
- C. Testing, maintaining, and recharging shall occur using the fire extinguisher contract administered by EH&S, with all transactions conducted by the EH&S Fire Safety office. However, payment for all contractual work will be reimbursed by the off-site department after EH&S submits the appropriate invoices.

III. Renovations and Construction Projects

- A. University-owned fire extinguishers in areas being renovated will be removed by the EH&S Fire Marshals after being notified by the Project Management Office (PMO) or Hospital Construction.
- B. It is the responsibility of PMO or Hospital Construction to provide and maintain appropriate types and quantities of fire extinguishers at the project site for the duration of the project, for both in-house and outside contractor projects.
- C. Hospital Architectural Services shall be responsible for assuring that construction projects, regardless of whether they are renovations or new construction, have new fire extinguishers of appropriate type and spacing.

INQUIRIES/REQUESTS: Environmental Health and Safety
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RELATED FORMS:

RELATED DOCUMENTS: NFPA 10, Standard for Portable Fire Extinguishers