

 <b>Office of Mental Health</b>	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3028
	Section: Administration			
	Directive: Fire Alarm and Suppression System Inspection and Maintenance			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

**A. Fire Alarm and Suppression System Inspection and Maintenance**

Fire alarm and suppression systems are essential in providing a safe environment. To ensure these systems are in proper operating condition it is necessary to perform regular inspections and maintenance. All inspections and maintenance are to be performed according to current regulations, standards and codes including the National Fire Protection Association (NFPA) National Fire Codes, #101 Life Safety Code, New York State Family of Building Codes and The Joint Commission. Facilities should consult directly with ASSG regarding any codes related questions.

As of this publication, the testing and maintenance services for fire alarm and fire suppression devices is the responsibility of an outside vendor, Johnson Controls, Inc. (JCI) through an OMH contract. JCI provides the testing and maintenance services to all OMH sites, consistent with code requirements. The contract arrangement requires a close working relationship between the facility Safety Department and JCI.

Systems included in this contract are Fire Alarms, Sprinklers, Range Hood Systems, Fixed Suppression Systems and Fire Hydrants and associated water connection.

Safety Supervisors	<ul style="list-style-type: none"> <li>• Work with JCI representative to schedule inspections and maintenance.</li> <li>• Notify building occupants of inspections and maintenance.</li> <li>• Schedule Officers to accompany JCI if staffing permits.</li> <li>• Consider the need for a fire watch and implementation of Interim Life Safety measures when these systems are out of service (See Policy Section 3023 – Interim Life Safety Measures).</li> <li>• Review JCI documentation regarding inspections and maintenance to ensure contract is being carried out.</li> <li>• Review JCI documentation to ensure inspection and maintenance reports are completed, accurate, and up to date.</li> <li>• Report any deficiencies or malfunctions to JCI to obtain service.</li> <li>• Develop and train staff on mechanism for reporting problems, deficiencies, or malfunctions.</li> </ul>
Safety Department Staff	<ul style="list-style-type: none"> <li>• Accompany JCI during inspections or maintenance whenever possible.</li> <li>• Report any problems, deficiencies, or malfunctions to JCI utilizing the method set forth by Safety Supervisor.</li> <li>• Notify appropriate facility staff, fire department, and OMH ASSG when systems are not fully functional.</li> </ul>