

 Office of Mental Health	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3031
	Section: Administration			
	Directive: Fire Extinguisher Inspections/Maintenance			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

A. Fire Extinguisher Inspections/Maintenance

To assist in maintaining as safe an environment as possible, Safety Departments will see that fire extinguishers are properly placed throughout their respective facilities. Officers will either conduct inspections of those fire extinguishers located throughout the facility or will ensure that these inspections are completed by Johnson Controls as directed by facility policy. Inspections will be conducted monthly. One of the monthly inspections will be an annual maintenance for each extinguisher. Departments will follow current relevant regulations and codes regarding fire extinguishers including National Fire Code #10, 101 Life Safety Code and the New York State Family of Codes.

Facilities should refer to the most recent version of NFPA #10 for specific monthly and annual inspection requirements, as well as requirements for hydrostatic testing intervals. Facilities are encouraged to contact the Administrative Support Services Group (ASSG) with any codes related questions.

Any fire extinguisher removed from service for defect, maintenance or recharge shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be of at least an equal rating.

B. Safety Department Roles and Responsibilities:

Safety Supervisors	<ul style="list-style-type: none"> • Ensures all facility fire extinguisher devices are inspected and maintained as required per code. • Ensures Officers are trained and competent to conduct inspections and identify required maintenance needs. • Assign Officers to conduct the monthly inspection/maintenance. • Ensure inspection checklist is developed, maintained, and provided to Officers for inspection purposes. • Ensure documentation and files are up to date. • Periodically review Officer inspections for accuracy. • If utilizing JCI for inspections, periodically review inspections to ensure devices are properly inspected.
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Safety Department Staff	<ul style="list-style-type: none">• Check schedules to determine who is responsible for inspections and maintenance, and for what areas or buildings.• Review list of devices for that area/building and reports from previous inspections.• Review location and types of devices in building/area to be inspected utilizing facility reports and policy/procedures.• Visually examine all devices within the building/area according to the inspection checklist.• Documents inspection/maintenance device tags and/or on computer report per facility policy.• Documents all findings in Safety Department records.• Issues work orders as needed.• Remove and replace all devices found to be defective, damaged, or not fully ready for service.
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