

FO&M/EHS #10F

Automatic Sprinkler System Inspection and Testing SOP

Purpose: To ensure that automatic sprinkler systems on campus are inspected and tested in accordance with the spirit and intent of NFPA 25 Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems and the requirements of the Authority Having Jurisdiction (AHJ). Every effort will be made to conduct inspection/testing activities with minimal disruption. Building occupants may remain in the building during inspection/testing.

Scope: This procedure applies to all College owned and privately owned affiliated buildings which are protected by an automatic sprinkler system.

Responsibilities:

- A. Supervisors must ensure that inspection and testing is completed in a timely manner, the employee has available the tools necessary to complete the work and the work is completed following the applicable codes and standards and documentation is complete and filed.
- B. Employees must complete the work following applicable codes and standards, document the work done and initiate repairs of the system as needed.
- C. EHS will maintain records, review program and update as needed and recommend training.

Procedure:

1. Prior to beginning the inspection/test – the inspector will contact the following and make them aware inspection/testing is being done at a specific location:
 - a) Department of Safety and Security (646-4000)
 - b) AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
 - c) Heating Plant (646-2344)
 - d) The building manager/occupants

2. The inspector will disable the fire alarm panel to prevent alarm activation in the building.
3. The inspector and a third party contractor will begin the inspection. Documentation of the inspection will be completed in TISCOR and by the third party contractor and submitted to the Fire and Life Safety Manager once completed.
4. An inspection/testing form will be completed for each building.
 - a. Deficiencies will be noted during the inspection/test.
 - b. Those that can be corrected immediately by the inspector, will be corrected and documented on the inspection/testing form.
 - c. Work orders will be issued for those deficiencies needing repair on the day of the inspection/test or at the conclusion of the inspection/test.
 - d. A copy of the work order/repair request will be attached to the inspection/testing form.
 - e. Deficiencies of a significant nature (that threaten the safety of those in the building or the ability of the system to notify responders) may require mitigating measures appropriate to the hazard. Dartmouth College in conjunction with the AHJ will determine appropriate measures based on the building, occupancy, nature and duration of the impairment and condition of other fire protection systems and features.
 - f. Minor repairs during the inspection/test may be completed by the inspector. Significant repairs will be completed by the inspector or a third party contractor as soon as possible. Then reinspected by the inspector after completion. If the repair is to be completed by the inspector, verification that the repaired component operates correctly must be witnessed by a knowledgeable person, other than the inspector and documented on the reinspection form.
5. The fire alarm panel will be returned to service. Any disabled system functions will be returned to service.
6. Upon completion of the inspection/test the inspector will notify:
 - a. Department of Safety and Security (646-4000)
 - b. AHJ [Hanover Dispatch (643-3424) or Lebanon Dispatch (448-1212)]
 - c. Heating Plant (646-2344)

7. The completed sprinkler system inspection will be recorded in TISCOR, any inspection paperwork and work orders issued will be filed with the Fire and Life Safety Manager.
8. Upon completion of a deficiency repair, the system component(s) will be re-tested and recorded in TISCOR, any paperwork will be filed with the Fire and Life Safety Manager.

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