

DuPage County Environmental, Safety, Health & Property Loss Control Program Fire Protection Systems Inspection and Maintenance Program

Purpose: To follow insurance carrier’s minimum requirements for testing frequency and inspections of fire protection systems:

Policy: All Facility managers are to follow these minimum requirements.

Written Records: All inspections and tests conducted are to be kept on site. Fire pump test copies should be sent to Risk Management.

Fire Suppression/Detection Sprinkler Preaction / Dry Pipe Valves	Frequency	Fire Suppression/Detection Smoke Detectors/Manual Pulls /Building Components	Frequency
* If system in IT server / Telecom rooms is equipped with Emergency Power Off must be disconnected before testing. <u>(DPC Staff responsible to disconnect, Testing Vendor confirms completed before testing)</u>	Whenever Sprinkler Testing is done	Smoke Detector Sensitivity/Calibration *(If frequency is extended to five years, after the first two, then records of nuisance alarms must be maintained by Operations)	Within 1 year after installation and every year thereafter. 50%. After the 2 nd calibration test, if the detectors have stayed within listed and marked range, the calibration may be extended to 5 years. *
		Alarm Initiating Devices (Detectors, fire alarm pull boxes)	Annual
Main Drain (For all sites with a Fire Pump confirm Buildings Test results and Fire Pump Test, in lieu of operating Main Drains)	Annual	Annunciator Panel (Confirm annunciator panel registers correct device tested)	Annual
* Dry-Pipe Trip Test – <u>Partial Flow Method & Internal Exam</u> if in IT server / Telecom rooms. Full flow test if in other occupancies	Annual	Notification Devices (Horn, Strobe Lights)	Annual
DPV Waterflow Alarm (via alarm bypass)	Qrtly	Batteries ** (low voltage, discharge 30 minutes, Replace every 3 years or if warranted)	Annual
DPV Priming Water	Qrtly	Supervisory Signals	Annual
DPV Low Air Alarm	Qrtly	Owned Fire Pump(s)	
All Valve Tamper Alarm (Done by completely Closing Valve)	Qrtly	Inspection and Capacity Test per NFPA 25	Annual
All Inspect Strainers, Filters, orifices	Every 5 Years	Churn Test	Monthly- By staff
DPV Low Temperature in Valve Room (if present) at beginning of heating season.	Qrtly	Private Hydrants Inspection, lubrication and flushing	Annual by Staff
Low Point Drains (If present)	After each operation and beginning of heating season	Private Valve Pit a) Inspection, exercise valves b) Drain water from pit if needed	a) Annual - August
DPV Air Compressor Operation / Filter is Clean	Annual	Very Early Warning Systems	
Manual Operation Pull Station	Annual	Verify detector alarm response through the end sampling port on each pipe run, as well as verifying airflow through all other ports.	Annual
Alarm Panel & Annunciator Panel (Confirm annunciator panel registers correct device tested)	Annual	CO2 Systems	
Building Components (Confirm innterconnect to bldg. Alarm, Central Station, HVAC, etc. operates)	Qrtly	a) Visual inspection of overall system. Visual inspection of room for breaches. Inspection of release circuits for heat, flame, and smoke detectors. b) Tanks need to be weighed and measurements recorded. c) Visual inspection of all gauges New and existing Systems shall be tested in accordance with the manufacturer’s listings	a) Semi-annual by contractor b) Semi-annual by contractor c) Weekly by staff

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Fire Suppression	Frequency	Fire Suppression/Detection	Frequency
Sprinkler Wet		Thermal Fire Detection	
Main Drain Note: For all sites with FP’s confirm Buildings Test results and Fire Pump Test, in lieu of operating Main Drains)	Qrtly	For Restorable Types Only --- Heat test with heat source per manufacturer’s recommendations for response within one minute	Annual
Valve Tamper (Done by completely Closing Valve)	Qrtly	Backflow Preventers	Annual by Staff Plumber
Water flow Alarm (Done at inspector’s test connection)	Qrtly	Clean Agent Systems	
Anti-freeze system per NFPA 25-2011	Annually	Per NFPA 2001 a Puff Test	Every 24 months
Fire Extinguishers/Emergency Lighting	Monthly –by Staff	Visual Inspection and check for agent loss, Visual inspection of rooms for breaches.	Semi-annual
		Operational Retest-No discharge	Annual
**Security Badge System Batteries	Annual-by Staff	Batteries (low voltage, discharge 30 minutes, replace every 3 years if applicable)	