

ANNEXURE A: INSPECTION, TESTING AND MAINTENANCE OF FIRE EXTINGUISHERS

Standards: NFPA 10

FREQUENCY	TYPE	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	All	185	General					
			Proper location	1				
			Unobstructed	1				
			Pressure gauge in operable range	1				
			Fullness	1				
			Pin and sea	1				
			Physical condition	1				
			Push-to-test pressure indicators if so equipped	1				
Annually	Stored Pressure	90	Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Antifreeze		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Dry Chemical Cartridge Operated		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Dry Powder Cartridge Operated	95	Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Wetting Agent		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
Every 3 Years	AFFF		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	FFFP		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
Every 5 Years	Water Stored Pressure		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Dry Chemical Stored Pressure with Stainless Steel Shell		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	CO ₂	90	Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Wet Chemical		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
Every 6 Years	Dry Chemical Stored Pressure without Stainless Steel Shell		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Dry Powder Stored Pressure	95	Physical Condition	3			1) Indicators 2) Charge verification and reload	3
	Halogenated Agent		Physical Condition	3			1) Indicators 2) Charge verification and reload	3
Every 12 Years	Stored Pressure				Hydrostatic Integrity	3		

Notes on skills and competencies required

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2	Requires specific equipment/code knowledge to complete. Should be performed by a qualified contractor or properly trained qualified property owner's representative. AHJ/local code-approved, basic certification for conducting these activities is sometimes required. Check with the local AHJ for specific local requirements.
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ANNEXURE B: INSPECTION, TESTING AND MAINTENANCE OF FIRE DETECTION AND ALARM SYSTEMS

Standards: NFPA 72

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Weekly	Unmonitored control equipment	5	Per annual requirements for monitored control equipment	1			Per manufacturer's recommendations	2,3
Monthly	Lead-acid batteries	54	Corrosion/leakage	1			Per manufacturer's recommendations	2,3
		54	Electrolyte level (lead-acid)	1			Per manufacturer's recommendations	2,3
	Dry cell batteries	8	Corrosion/leakage	1			Per manufacturer's recommendations	2,3
	Alarm Transmission Equipment	1	Normal Condition	1	Verify signal transmission and receipt	1,2	Per manufacturer's recommendations	2,3
	Monitoring Station	1	Normal Condition	1	Verify signal transmission and receipt	1,2	Per manufacturer's recommendations	2,3
Quarterly	IR and UV Detectors	-	No obstructions to field of view	1,2			Per manufacturer's recommendations	2,3
	Video detectors	-	No obstructions to field of view	1,2			Per manufacturer's recommendations	2,3
	Water Flow Switches	6	Normal Condition	1			Per manufacturer's recommendations	2,3
Semi-Annually	Control Equipment	1	System Normal	1	Verify signal transmission and receipt	1,2	Per manufacturer's recommendations	2,3
	Voice Communication Equipment	3	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Ni-Cad Batteries	-	Corrosion/leakage	1			Per manufacturer's recommendations	2,3
	Sealed Lead-acid Batteries	54	Corrosion/leakage	1			Per manufacturer's recommendations	2,3
	Remote Annunciators	3	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Pull Boxes	49	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Heat Detectors	128	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Smoke Detectors	1021	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Notification Devices	1	In place/Normal Condition	1			Per manufacturer's recommendations	2,3
	Air Sampling Systems	-	Normal Condition/Filters clean	1			Per manufacturer's recommendations	2,3
	Duct Detectors	-	Normal Condition/Rigid Mounting	1			Per manufacturer's recommendations	2,3
	Water Flow Switches	6			Verify proper operation	2,3	Per manufacturer's recommendations	2,3
Annually	All		Normal Condition	2,3	Verify proper operation	3	Per manufacturer's recommendations	2,3

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- 2 Requires **specific equipment/code knowledge** to complete. Should be performed by a qualified contractor or properly trained qualified property owner's representative. **AHJ/local code-approved, basic certification** for conducting these activities is sometimes required. Check with the local AHJ for specific local requirements.
- 3 Requires **very specific and detailed equipment/code knowledge** to complete. Should be performed by a qualified contractor or a highly trained qualified property owner's representative. **AHJ/code-approved, advanced certification** for conducting these activities is usually required. Check with the local AHJ for specific local requirements.

ANNEXURE C: INSPECTION, TESTING AND MAINTENANCE OF FIRE DOORS AND DAMPERS

Standards

Fire Doors and Dampers: NFPA 80, Smoke Doors and Dampers: NFPA 105

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	Fire/Smoke Doors	14	Normal Condition	1			As needed and per manufacturer's recommendations	2,3
	Fire/Smoke Shutters	-	Normal Condition	1			As needed and per manufacturer's recommendations	2,3
	Fire/Smoke Windows	-	Normal Condition	1			As needed and per manufacturer's recommendations	2,3
Annually	Fire Doors	14	Normal Condition	3	1) Self-closing mechanism operation 2) Coordinator operation 3) Latching hardware operation 4) Smoke detector operation 5) Closing speed between 6 in./sec (150 mm/sec) and 24 in./sec (600 mm/sec) 6) Verify proper function	3	1) Ensure proper clearances and gasket seals 2) Replace fusible links that are damaged, contaminated with paint or grease, or coated with dust 3) Per manufacturer's recommendations	3
	Fire Shutters	-	Normal Condition	3		3		
	Fire Windows	-	Normal Condition	3		3		
	Rolling Steel Fire Doors	-	Normal Condition	3		3		
One Year After Installation	Fire/Smoke Dampers	-	Normal Condition	3	1) Full closing trip test 2) Latching hardware operation	3	1) Ensure proper clearances and gasket seals 2) Replace fusible links that are damaged, contaminated with paint or grease, or coated with dust 3) Per manufacturer's recommendations	3
Every 4 Years	Fire/Smoke Dampers	16	Normal Condition	3	1) Full closing trip test 2) Latching hardware operation	3	1) Ensure proper clearances and gasket seals 2) Replace fusible links that are damaged, contaminated with paint or grease, or coated with dust 3) Per manufacturer's recommendations	3

Notes on skills and competencies required

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ANNEXURE D1: INSPECTION, TESTING AND MAINTENANCE OF CO₂ FIRE PROTECTION SYSTEMS

Standards: NFPA 12

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
<i>Weekly</i>	Low-Pressure Containers		Check gauge for liquid level	1				
<i>Monthly</i>	Control Panel	15	Normal Condition	3				
	Containers		Normal Condition	3				
<i>Semiannually</i>	High-Pressure Cylinders	15 Sets			Proper operation	3	Weigh to confirm charge	3
<i>Annually</i>	All Components	15 Sets			Proper operation	3	Per manufacturer's recommendations	3
<i>Every 5 Years</i>	Hose	15 Sets			Hydrostatic test	3	Per manufacturer's recommendations	3
	High-Pressure Cylinders	15 Sets			Hydrostatic test	3	Per manufacturer's recommendations	3
<i>Every 12 Years</i>	Containers & Hose Assemblies	15 Sets			Hydrostatic test	3		

Notes on skills and competencies required

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ANNEXURE D2: INSPECTION, TESTING AND MAINTENANCE OF INERT GAS (ARGONITE) FIRE PROTECTION SYSTEMS

Standards: NFPA 12A and NFPA 2001

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	Control Panel	15	Normal Condition	1,2				
	Cylinders	15 Sets	Normal Condition	1,2				
Semiannually	Cylinders	15 Sets			Proper operation	3	Weigh to confirm charge	3
	Enclosure – Halon Systems	15	Enclosure Integrity	2,3				
	All Components	15 Sets			Proper operation	3	Per manufacturer’s recommendations	3
Annually	Enclosure – Clean Agent Systems	15	Enclosure Integrity	2,3				
Every 5 Years	Hose	15 Sets			Hydrostatic test	3	Per manufacturer’s recommendations	3
	Cylinders	15 Sets	Normal Condition	3				

Notes on skills and competencies required

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- 2 Requires **specific equipment/code knowledge** to complete. Should be performed by a qualified contractor or properly trained qualified property owner’s representative. **AHJ/local code-approved, basic certification** for conducting these activities is sometimes required. Check with the local AHJ for specific local requirements.
- 3 Requires **very specific and detailed equipment/code knowledge** to complete. Should be performed by a qualified contractor or a highly trained qualified property owner’s representative. **AHJ/code-approved, advanced certification** for conducting these activities is usually required. Check with the local AHJ for specific local requirements.

ANNEXURE E: INSPECTION, TESTING AND MAINTENANCE OF SPRINKLER SYSTEMS

Standards: NFPA 25

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)	
Weekly	Sealed Control Valves (not locked or monitored)	4	Wide open position	1					
Monthly	Control Valves (locked)	4	Normal Condition	1			Per manufacturer's recommendations	2,3	
	Alarm Check Valves	4		1				2,3	
	Supervisory Devices	1		1				2,3	
	Water Flow Alarm Devices	6		1				2,3	
	Gauges			1				2,3	
Quarterly	Control Valves (elect. monitored)	4	Wide open position	1					
	Water Motor Gongs								2,3
	Fire Department Connection		Normal Condition	1					
Semiannually	Water Flow Alarms	6			Verify proper operation	2,3	Per manufacturer's recommendations	2,3	
Annually	Control Valves	4			Fully close and reopen	1,2	Per manufacturer's recommendations	2,3	
	Main Drain				Fully open and close. Record static and residual pressure	2		2,3	
	Hangers, Piping, Bracing		Normal Condition	1,2				2,3	
	Hydraulic Info Sign		Normal Condition	1,2				2,3	
	Sprinklers		Minimum clearance maintained	1,2				2,3	
	Spare Sprinklers		Normal Condition and Quantity	1,2				2,3	
	Antifreeze Solution				Verify concentration	3		2,3	
Every 5 Years	Gauges				Replace or calibrate	2,3	Per manufacturer's recommendations	2,3	
	Extra High Temp Sprinklers in High Temp Environments				Replace or test representative sample for proper operation	2,3			
	Sprinklers in Harsh Environments					2,3			
	Sprinkler Piping						Obstruction investigation	3	
At 10 Years	Dry Sprinklers				Replace or test representative sample for proper operation	3			
At 20 Years and Every 10 Years Thereafter	Fast Response Sprinklers				Replace or test representative sample for proper operation	3			
At 50, 60 & 70 Years	Standard Sprinklers				Replace or test representative sample for proper operation	3			
At 75 Years and Every 5 Years Thereafter	Standard Sprinklers				Replace or test representative sample for proper operation	3			

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ANNEXURE F1: INSPECTION, TESTING AND MAINTENANCE OF STANDPIPES AND HOSE SYSTEMS

Standards: NFPA 25

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	Gauges		Normal Condition	1			Per manufacturer's recommendations	
Annually	Cabinet			1				2,3
	Control Valves			1				2,3
	Nozzle			1				2,3
	Piping			1				2,3
	Hose		Normal Condition	1			Unrack and re-rack	1,2
Every 5 Years	Automatic Systems	1			Full flow trip test	3		
	Manual/Dry Systems				Hydrostatic test	3		
	Semi-automatic Systems	12			Hydrostatic test	3		
At 5 Years and Every 3 Years	Hose				Hydrostatic test	3		

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ANNEXURE F2: INSPECTION, TESTING AND MAINTENANCE OF FIRE HYDRANTS AND HOSES

Standards: NFPA 25

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
<i>Quarterly</i>	Hose Houses	79	Normal Condition	1				
<i>Annually</i>	Fire Hose	79	Normal Condition	1			Unrack and re-rack	1,2
	Fire Hydrants	56	Normal Condition	1	Full flow until water clears	1,2	Lubricate per manufacturer's recommendations	2,3
	Monitor Nozzles		Normal Condition	1	Full flow until water clears	1,2	Lubricate per manufacturer's recommendations	2,3
	Exposed Piping		Normal Condition	1				
	Backflow preventers		Normal Condition	1	Full flow at most demanding sprinkler flow rate plus hose demand	2,3	Per manufacturer's recommendations	3
	Pressure Reducing Valves		Normal Condition	1	Full flow at most demanding sprinkler flow rate plus hose demand	2,3	Per manufacturer's recommendations	3
<i>At 5 Years and Every 3 Years Thereafter</i>	Fire Hose	79			Hydrostatic test	3		
<i>Every 5 Years</i>	Backflow preventers		Internal Inspection	3			Per manufacturer's recommendations	3

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ANNEXURE G: INSPECTION, TESTING AND MAINTENANCE OF FIRE WATER TANKS

Standards: NFPA 25

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Weekly	Auto Fill Control Valves (e.g. Float Valve)	2	Normal Operation	1,2			Per manufacturer's recommendations	2,3
	Unmonitored Heating System	1	Normal Operation	1,2			Per manufacturer's recommendations	2,3
	Unmonitored Low Temp. Alarm	1	Temperature above 4°C	1			Per manufacturer's recommendations	2,3
Monthly	Monitored Heating System	1	Normal Operation	1,2			Per manufacturer's recommendations	2,3
	Monitored Low Temp. Alarm	1	Temperature above 4°C	1	Verify Proper Operation	3	Per manufacturer's recommendations	2,3
	Unmonitored Low Level Alarms	1	1) Normal Operation 2) Confirm Water Level	1,2			Per manufacturer's recommendations	2,3
Quarterly	Monitored Low Level Alarms	1	1) Normal Operation 2) Confirm Water Level	1,2				
Semiannually	Low Level Alarms	1	Normal Condition	1	Verify Proper Operation	3	Per manufacturer's recommendations	2,3
Annually	Heating System	1	Normal Condition	1	Verify proper function before start of cold weather	3	Per manufacturer's recommendations	2,3
	Auto Fill System	2	Normal Condition	1	Verify proper function	3	Per manufacturer's recommendations	2,3
Every 3 Years	Tanks without Corrosion Protection	-	Interior Condition	1			Per manufacturer's recommendations	2,3
Every 5 Years	Tanks with Corrosion Protection	2	Interior Condition	1			Per manufacturer's recommendations	2,3
	Tank Level Indicator	2	Normal Condition	1	Verify proper function	3		

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ANNEXURE H: INSPECTION, TESTING AND MAINTENANCE OF FIRE PUMPS

Standards: NFPA 25

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Weekly	Pump house/room	1	Normal Condition	1				
	Pump house/room temperature	1	Normal Condition	1,2	Automatic start and run for at least 30 minutes	2	Per manufacturer's recommendations	2,3
	Diesel Fire Pump	2	Normal Condition	1,2	Automatic start and run for at least 30 minutes	2	Per manufacturer's recommendations	2,3
	Steam Fire Pump	-	Normal Condition	1,2	Automatic start and run for at least 30 minutes	2	Per manufacturer's recommendations	2,3
	Electric Fire Pump	4	Normal Condition	1,2	Automatic start and run for at least 10 minutes	2	Per manufacturer's recommendations	2,3
Quarterly	Fuel Tank Level & Leak Devices	2			Verify proper function	3		
Annually	All Fire Pumps	6	Normal Condition	1,2	Full flow testing: - Zero flow - 100% of rated flow - 150% of rated flow	2,3	Per manufacturer's recommendations	2,3
	Relief Valve	-	Normal Condition	1,2	Verify proper function	3		
	Alarm and Supervisory Devices	1	Normal Condition	1,2	Verify proper function	3		
	Gauges and Sensors	1 Set	Normal Condition	1,2	Verify proper function	3		
	Power Transfer Switch	1	Normal Condition	1,2	Verify proper function	3		
	Batteries	4	Normal Condition	1,2				
	Lube Oil and Filters	2 Sets	Normal Condition	1,2				
	Bearings/Couplings/Shafts	6 Pump Sets	Normal Condition	1,2	Verify proper function	3		
	Fuel Tank	2	Normal Condition	1,2				
	Inlet screens	2	Normal Condition	1,2				

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ANNEXURE I: INSPECTION, TESTING AND MAINTENANCE OF FIRE PROTECTION SYSTEMS

Standards: NFPA 11

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	Containers		Normal Condition	3				
	Proportioner		Normal Condition	3				
	Valves		Normal Condition	3				
Annually	Foam Solution				Quality test	3	Weigh to confirm charge	3
	All Components				Proper operation	3	Per manufacturer's recommendations	3
Every 12 Years	High-Pressure Cylinders				Hydrostatic test	3	Per manufacturer's recommendations	3

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ANNEXURE J: INSPECTION, TESTING AND MAINTENANCE OF FIRE PROTECTION SYSTEMS

Standards: NFPA 96

FREQUENCY	COMPONENT	#INSTALLED	INSPECTION	SKILL LEVEL (See Notes)	TESTING	SKILL LEVEL (See Notes)	MAINTENANCE	SKILL LEVEL (See Notes)
Monthly	Solid Fuel Cooking Operations		Grease Build-up	1,2			Clean per manufacturer's recommendations	3
Quarterly	High-Volume Cooking Operations		Grease Build-up	1,2			Clean per manufacturer's recommendations	3
Semiannually	Moderate-Volume Cooking Operations		Grease Build-up	1,2			Clean per manufacturer's recommendations	3
	Fire Extinguishing System		Normal Condition	3	Per specific system requirements	3	1) Per specific system requirements and manufacturer's recommendations 2) Replace metal alloy fusible links	3
	Fire Dampers						1) Replace fusible links 2) Per manufacturer's recommendations	3
Annually	Low-Volume Cooking Operations		Grease Build-up	1,2			Clean per manufacturer's recommendations	3
	Fire Extinguishing System		Normal Condition	3	Per specific system requirements	3	1) Per specific system requirements and manufacturer's recommendations 2) Clean/replace temperature-sensing elements	3

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