

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 5.01

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 07/06/04

**SUBJECT: FIRE DEPARTMENT
CITY EQUIPMENT –
PORTABLE FIRE EXTINGUISHERS
PURCHASE, MAINTENANCE &
INSPECTION**

SUPERCEDES: 08/01/83

I. PURPOSE

To provide guidance to the various City departments of the requirements for: purchase, installation, maintenance, inspection and disposal of fire extinguishers for City buildings, premises and vehicles.

II. RESPONSIBILITY

- A. The Facilities Management Department shall be responsible for purchase of new or replacement fire extinguishers in all City buildings, structures and premises. They shall also be responsible for original marking as City property and installation in accordance with the Statewide Fire Prevention Code (SFPC) and/or the Uniform Statewide Building Code (USBC).
- B. The Garage and Fleet Management Department shall be responsible for purchase, proper marking and installation of new or replacement fire extinguishers in all City vehicles. The Garage shall perform an inspection of fire extinguishers assigned to that vehicle every time a preventive maintenance (PM) is performed on a vehicle.
- C. The Fire Department shall be responsible for monthly inspections and filling fire extinguishers larger than 1A:10BC that are carried on fire apparatus.
- D. All Departments will be responsible for monthly inspections of fire extinguishers within their buildings, work spaces or premises.
- E. Monthly inspections of fire extinguishers in a vehicle shall be conducted by the operator of the vehicle.
- F. The approved vendor for fire extinguishers service shall make all repairs, refills, annual inspections and proper disposal of portable fire extinguishers and their contents.
- G. Purchase specifications such as proper sizes, extinguishing agent and mounting location shall in accordance with the USBC and SFPC. Upon request the Fire Marshal's Office will provide assistance in providing these requirements.

III. PROCEDURES

- A. The tenant department director shall appoint, as an additional duty, a member of his/her staff to make a monthly visual inspection of each fire extinguisher within the areas of building(s) and vehicles used by that department. The director shall keep a current record of the appointed inspector and/or operators of City vehicles responsible for conducting monthly inspections.
- B. When a building, structure or other premise needs a new fire extinguisher or has a fire extinguisher need of service or replacement the tenant department will notify the Facilities Management Department via the normal work order process. The Facilities Management Department will handle coordination with the approved City vendor.
- C. When a City vehicle needs a new fire extinguisher or has a fire extinguisher need of service or replacement the tenant department will notify the Garage and Fleet Management Department via the normal work order process. The Garage and Fleet Management Department will handle coordination with the approved City vendor.
- D. The Purchasing Department shall establish annual contracts or blanket Purchase Order(s) for fire extinguisher new purchases, repairs, annual service, inspections, refilling and disposal.

IV. INSPECTION, MAINTENANCE AND SERVICE

- A. Monthly inspections shall be performed by a designated employee and operators of City vehicles.
- B. Inspections shall consist of the following:
 - 1. The fire extinguisher is in its designated space.
 - 2. Access to, and visibility of, the fire extinguisher shall not be obstructed.
 - 3. The operating instructions on the fire extinguisher nameplate are legible and face outward.
 - 4. Any seals or tamper indicators that are broken, damaged or missing shall be replaced.
 - 5. Water filled fire extinguishers, without pressure gauges; have their fullness checking by lifting.
 - 6. Any obvious physical damage, corrosion, leakage, clogged nozzles or low pressure readings shall be reported to the Facilities Management Department via the work order hotline.
 - 7. The date and initials of the person making the inspection shall be recorded on the card attached to the fire extinguisher. The Facilities Management Department shall ensure these cards are replaced at the time of every annual inspection by the City vendor.

Dr. Clarence V. Cuffee, City Manager

Date