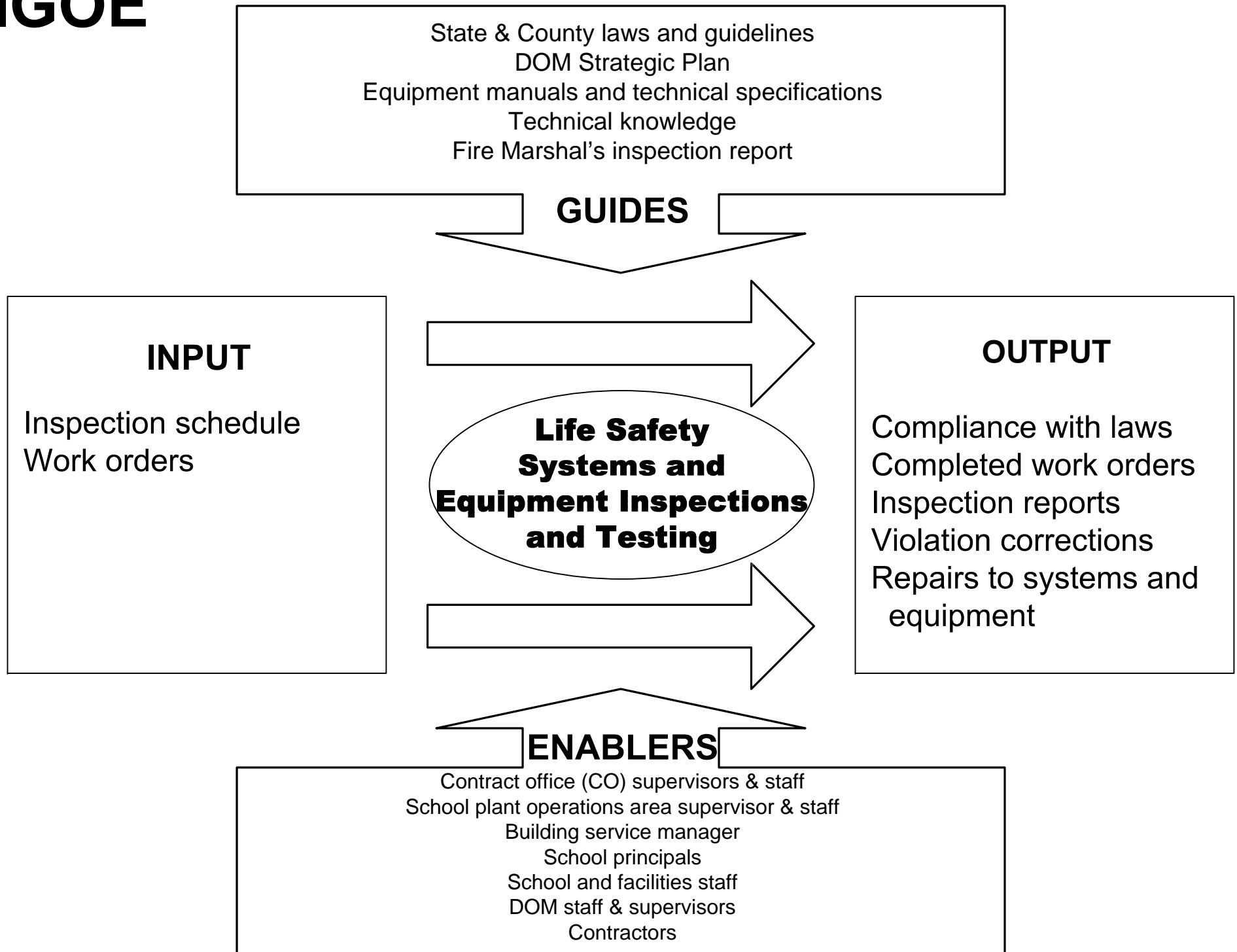


IGOE



Process for Life Safety Systems and Equipment Inspections and Testing

Updated: May 27, 2009

PURPOSE:

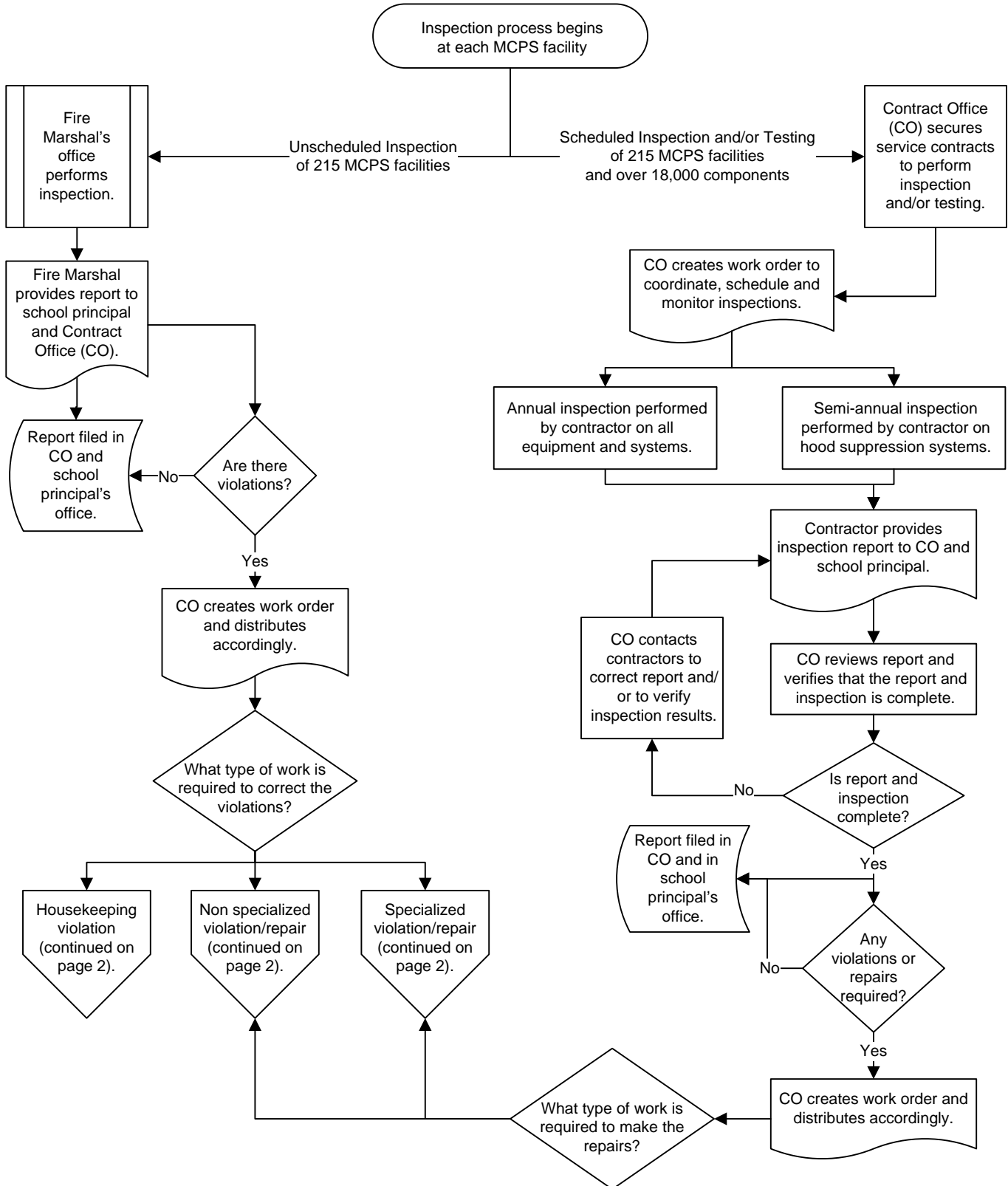
To describe the process of how life safety systems and equipment are inspected, tested and maintained.

PROCESS SUMMARY:

- There are two processes for inspections and/or testing of life safety equipment; an external unscheduled inspection by the Fire Marshal's office and an internal scheduled inspection and/or testing by contractors secured by the Contract Office (CO).
- Fire Marshal's office performs an annual inspection and provides the report to the school principal and the CO. If there are violations, the CO staff creates work orders in Maximo to complete the required corrective actions and distributes them based on the type of violation and work required accordingly.
- CO staff secures service contracts and issues work orders to perform internal inspection and/or testing. The inspection frequency is based on the type of system; all life safety equipment and systems require an annual inspection and hood suppression systems require semi-annual inspections. Contractor completes the inspection and/or testing and provides a report to the CO and the school principal. CO reviews and verifies that tasks were performed as noted on the report and that the inspection is deemed complete. If the report and/or inspection are incomplete, the CO works with the contractor to resolve the issues. If there are any violations or repairs required, the CO creates work orders in Maximo to complete the required corrective actions and distributes them based on the type of violation and work required as indicated below:
 - Housekeeping violations are issued to the School Plant Operations (SPO) area supervisor, who coordinates corrections with the school principal and the building service manager (BSM). Facilities staff complete the corrections required and the SPO area supervisor closes the work order.
 - Non Specialized violations/repairs are issued to the appropriate maintenance depot to complete the corrections/repairs and then close the work order.
 - Specialized violations/repairs are processed by the CO through on-call contracts to out-source the corrections and/or repairs required. CO project coordinator (PC) schedules work with the school and contractor. Contractor completes corrections/repairs. PC monitors work to completion and closes the work order.

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