**FIRE PROTECTION SYSTEMS AND EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE**

**FREQUENCY CHART**

F-903.6.2 Records of all system inspections, tests and maintenance required by the reference standards shall be maintained on the premises for a minimum of 10 years and copied to the code enforcement official upon request.

### Fire Extinguishers

**ITEM** | **ACTIVITY** | **FREQUENCY**
--- | --- | ---
Pressurized Water | Visual Inspection | Monthly
Wet Chemical | Thorough Examination | Annually
Carbon Dioxide (CO2) | Weight Check & Examination | Annually
Dry Chemical | Through Examination | Annually
Halon | Through Examination | Annually
Clean Agent | Through Examination | Annually

* Where electronic monitoring meeting all provisions of the Fire Code exists (§906.2), maintenance can be increased to 5 years.

### Sprinkler Systems

**ITEM** | **ACTIVITY** | **FREQUENCY**
--- | --- | ---
Gages (dry, pre-action, deluge systems) | Inspection | Weekly/Monthly
Control Valves | Inspection | Monthly-Weekly
Alarms, devices, i.e. water mirror gage | Inspection/Test | Quarterly
Vane Type and Pressure Switch | Tested | Semi-Annually
Gauges (wet pipe systems) | Inspection | Monthly
Hydraulic Nozzles | Inspection | Quarterly
Hangers/pipe fittings/ sprinklers/ spray sprinklers | Inspection | Annually
Fire Department Connections | Inspection | Quarterly
Valves (all types) | Inspection and Test | See NFPA 21 Table 13-1
Mains/Clean | Test | Annually
Antifreeze solution | Test | Annually

* If the gauge is electronically monitored, or chained and locked, then the inspection frequency shall be monthly.

### Alternative Automatic Fire Extinguishing Systems

**ITEM** | **ACTIVITY** | **FREQUENCY**
--- | --- | ---
Dry Chemical Fire Extinguishing Systems | Service, Inspect and Test | Every 6 months
CO2 Fire Extinguishing Systems | Inspect - Operational Condition | Semimonthly
High Pressure Cylinders: weight & date of last hydro-test noted | Monthly
Halon 1301 Fire Extinguishing Systems | Agent Quantity & Pressure | Semi-annually
Inspect protected enclosure for penetrations Check | Test & Inspect | Annually
Clean Agent Fire Extinguishing Systems | Agent Quantity & Pressure | Semi-annually
Inspect protected enclosure for penetrations & System Inspect and Test | Test & Inspect | Annually
Dry Chemical Fire Extinguishing Systems | Maintenance | Every 6 months
Water Spray Systems | Owners Inspection | Monthly

### Fire Alarms Systems

**ITEM** | **ACTIVITY** | **FREQUENCY**
--- | --- | ---
Initiating Devices | Visual Inspection | Semiannually
Alarm Notification Devices | Test | Annually
Local Alarms | Test | Quarterly
Emergency Voice/Alarm communications Equipment | Visual Inspection | Semiannually
Remote Annunciators | Visual Inspection | Semiannually
Central Station System | Test | 24 Hours
Transmitters | Test | Annually
Fire Alarm Boxes | Test | Annually

### Fire Drills

**EQUIPMENT** | **PERIODIC INSPECTION (Performed by an Independent QEI Inspector)** | **TEST** (Witnessed by an Independent QEI Inspector)**
--- | --- | ---
All passageways and freight elevators | Every 6 months | Every 12 months
Escalators and Moving Walkways | Every 6 months | Every 12 months
Handicap and Manual Lifts | Every 12 months | Every 12 months
Platform and Chair Lifts | Every 12 months | Every 12 months

**FIRE DRILLS:**

- **Group A:** Campus Residential Units 4 Drills per year
  - One must be conducted between Sept. 1st and Dec. 1st.
  - One must utilize fire escapes when present
  - One during the hours after sunset or before sunrise

- **Group B:** Academic Buildings/Administrative Buildings 3 Drills per year
  - One must be conducted between Sept. 1st and Dec. 1st.
  - One must utilize fire escapes when present
  - In buildings where summer sessions are conducted, one of the required drills must be held during the first week of such summer session

- **Group A:** College and University Buildings 3 Drills per year
  - One must be conducted between Sept. 1st and Dec. 1st.
  - One must utilize fire escapes when present

- **Group A:** Assembly 1 Drill per year
  - One Monthly
  - Authority of the Office of Children and Family Services

### IMPORTANT MESSAGE

This list is not all inclusive. Individuals responsible for conducting, reviewing or approving any inspection, testing or maintenance are encouraged to review the applicable reference standard to ensure all required items are addressed. This is evidenced in that the inspection, testing and maintenance criteria for Water-Based Fire Protection Systems specified in NFPA 25 and those relating to Fire Alarm Systems in NFPA 72 are very detailed. Additionally, OPFC stresses that all inspection, testing and maintenance work be thoroughly documented, and that those records be maintained, as required by the Fire Code of New York State 2010.
FIRE PROTECTION SYSTEMS AND EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE

FREQUENCY CHART