


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-60</b>
<b>Subject:</b>	<b>Testing for Fire Detection Devices</b>	<b>Effective Date:</b>	<b>March 1993</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

All fire signal devices will be inspected and tested to ensure compliance with all NFPA codes and standards.

**Purpose**

To ensure that all devices work properly and function in accordance and as designed when a fire or the presence of fire is detected.

**Procedure**

The facilities work order system will generate a work order identifying the appropriate signal device to be tested. All devices that have the potential to interrupt service such as, chemical discharge systems used in data centers that result in the actual discharge of chemical or the loss of power or other critical utility in data centers will require the signature of both the Director of Facilities and the Vice President of the data center. End user equipment is not to be shut down during the testing of the fire suppression system. Verify the time, date and approval of such tests. This authorization does not supersede the requirements by law but provide guidance as to the appropriate time and date of such testing. It is the responsibility of the approving party to ensure all back-up and recovery procedures/equipment are in place and up-to-date.