


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-60
Subject:	Testing for Fire Detection Devices	Effective Date:	March 1993
		Revised Date:	April 2021
Facilities Officer:		Reviewed Date:	April 2021

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. 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.