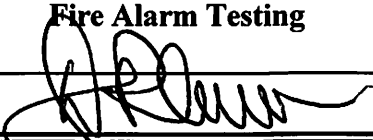


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-22
Subject:	Fire Alarm Testing	Effective Date:	September, 1992
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All fire protection equipment for patient care and non-patient care facilities will be maintained in accordance with guidelines established in Joint Commission and NFPA 72 and 90A, 1999 regulations.

Purpose

To ensure safety, cleanliness, and proper operation of fire protection testing devices.

Procedure

All listed procedures for testing fire protection will be executed in all in-patient care buildings, UTMC, Dowling Hall and Kobacker Center, Comprehensive Care Center, Dana Cancer Center.

Yearly: **MUST BE COMPLETED AND RE-INSPECTED WITHIN 12 MONTHS.**

1. Check ALL smoke detectors, flow switches and duct detectors in all buildings.
2. Check ALL strobes, chimes, including pull stations, nurses annunciator panels, detector operated door closures and supervisory alarms on gate valves in all buildings.
3. The manager, Electrical Manager is responsible for the initiation and execution of the testing procedures.

ALL TESTS WILL BE DOCUMENTED WITH RESULTS ON A MATRIX INDICATING WHO, WHAT, WHEN, AND A TOTAL INVENTORY OF ALL DEVICES.