


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Plumbing</b>	<b>Procedure Number:</b>	<b>P-01</b>
<b>Subject:</b>	<b>Fire Pump Maintenance</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Fire Pumps will be maintained in accordance with the manufacturer's recommendations and specifications.

**Purpose**

To ensure all fire pump equipment is in operating order.

**Procedure**

1. All fire pumps will be run at a minimum of once a month. Check gauge reading to ensure proper operating pressures.
2. Visual checks of all fire pumps, jockey pumps, and dry pipe system pressure gauges will be made and recorded during the monthly test.
3. Lubricate pumps as needed.
4. The work required by this procedure may cause the activation of an alarm and/or a supervisory signal. The person who is performing the task will notify Campus Police at extension 2601 and also call the Control Center at 4298, informing them of test being performed and possible alarms or signals of fire system test.
5. Test will consist of the following checks:
  - a. Check all valves in normal position and start drive motor.
  - b. If connected to time cycle, run motor until automatic shut off.
  - c. Examine pump seals for excessive water leakage (small amount is acceptable).
  - d. Check fire pump and motor bearings for excessive heat.
  - e. Check for proper supervisory signals.
  - f. Check control valves of the sprinkler system.
6. All test documentation will be kept in the Facilities & Construction Office.