



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.21, **Fire Extinguisher Monthly Inspection Procedure**
NFPA 10, Standard for Portable Fire Extinguishers
OSHA 1910.151 (e)

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to supplement fire extinguisher requirements and help assure fire safety in the TTUHSC El Paso facilities. Portable fire extinguishers are intended as a first line of defense to cope with fires of limited size. In addition, to a yearly inspection by a qualified extinguisher company, fire extinguishers are required to be checked regularly to ensure their readiness for operation. The scope of this policy establishes a monthly "check" inspection program of all TTUHSC El Paso fire extinguishers.

This HSCEP OP provides guidance and define responsibilities for the inspection and maintenance for TTUHSC El Paso fire extinguishers assigned in all buildings. These monthly inspections are designed to meet fire code requirements and ensure that extinguishers are available for immediate use in the event of a fire emergency.

REVIEW: This HSCEP OP will be reviewed in March of every even numbered year by the senior director of safety services, with recommendations and revisions forwarded through the managing director of physical plant and support services to the chief operating officer.

PROCEDURE:

I. Responsibilities:

- A. The Department of Safety Services is responsible for the maintenance, monthly inspections, additions or deletions of all campus fire extinguishers.
- B. The Department of Safety Services will maintain a current listing of all units by location and serial numbers, for all campus and off-site locations.

II. Directions to follow to perform monthly fire extinguisher inspections:

- A. Inspect all fire extinguishers once a month.
- B. Assure that the fire extinguisher is clearly visible and not blocked or hidden by equipment, coats, or other objects that could interfere with its access in an emergency.
- C. Check year and month punched on tag. The next yearly inspection is due one year from this date. Fire extinguishers must be pressure tested (a process called hydrostatic testing) every six (6) years to ensure the cylinder is safe to use. This process needs to be performed by a certified company.
- D. Note that the pressure is at the recommended level. The gauge needle should be in the **GREEN ZONE**.

- E. If the needle is in the **RED ZONE**, the fire extinguisher needs to be placed out-of-service. Notify the Department of Safety Service's at 915-215-4820 and provide the location and school affiliation.
- F. Look inside the nozzle to make sure nothing has been inserted that would disable the extinguisher. Check the rubber hose for cuts and under the activation handle for any obstructions.
- G. Check that the safety pin is in place and secured by a break-away seal.
- H. Check for dents, leaks, rust, chemical deposits or any other signs of abuse/wear.
- I. Document your inspection by entering your initials and date of inspection on the tag that is attached to the fire extinguisher.