

College Operating Procedures (COP)



Procedure Title: Fire Extinguisher Check
Procedure Number: 08-0813
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.11; 1013.12
Florida Administrative Code National Fire Protection Association (NFPA) Standard 10

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: To establish a procedure for checking all fire extinguishers on Florida SouthWestern State College properties. This will ensure that all of the fire extinguishers are in good working order.

Guidelines:

To establish a procedure for checking all fire extinguishers on Florida SouthWestern State College properties. This will ensure that all of the fire extinguishers are in good working order.

Procedures:

- I. It shall be the duty and responsibility of the Public Safety Officers on each Florida SouthWestern State College campus to physically check each fire extinguisher on a monthly basis.
- II. Fire extinguishers are strategically located throughout campus. A complete list is on file in the Fire Extinguisher logbook, located in the Public Safety Office. Building names and a numerical designation identifies the fire extinguishers.
- III. The fire extinguisher check list is made up of six different components that the Public Safety Officer must make with a visual check, date, and initial. These include: pressure, pin, band, hose, nozzle and checking the hammer if there is one. The fire extinguisher check list log book will be marked with a check mark indicating that everything is good or an X indicating a problem.
- IV. The Public Safety Officer will then place his/her initial on the fire extinguisher's tag and date it to indicate that the fire extinguisher has been thoroughly checked.

- V. Should a discrepancy be noted with a particular extinguisher, the Public Safety Officer will then fill out a Problem Report and submit it to the Public Safety Director so corrective action may be taken.