

SCHEDULED INSPECTIONS OF BUILDING SYSTEMS

DEVICES	CONTRACTOR	STAFF	WS & H COMMITTEE
Fire Extinguishers	Yearly inspection	Monthly inspection	Visual inspection that inspections are being done
Fire Alarms	Yearly inspection	Fire Drills & Testing	Visual inspection that yearly inspections have been done
Freon Alarms	Yearly testing	Visual inspection	Visual inspection that yearly testing is done
Sprinklers	Yearly inspection	Visual monitoring	Visual inspection that yearly testing is done
Wood Dust Collectors	Yearly cleaning	Visual monitoring/emptying	Visual inspection
Emergency Generators	Bi-yearly testing	Monthly testing	Visual inspection
Cafeteria Grease Hoods & Extinguishers	Yearly cleaning & testing	Visual inspection	Visual inspection that yearly testing is done
Elevators and Lifts	Service contract inspections	Operational inspection	Visual inspection of permit, operation
Emergency Lighting	Yearly testing	Monthly testing	Visual inspection of yearly testing
Carbon Monoxide Detectors (plug in style)		Monthly testing	Visual inspection Indicator lights working
Natural Gas Detectors	Yearly testing	Visual monitoring	Visual inspection that yearly inspections have been done
Fume Hood Exhausts	As required or indicated by maintenance staff	Visual monitoring Maintenance Department Yearly operational check	Visual inspection
Fire Booster Pumps	Yearly testing	Visual monitoring	Visual inspection that yearly testing has taken place
Backflow Preventers		Yearly testing by Maintenance Department	Visual inspection of log book
Fire Dampers	4 year operational test	Yearly visual inspection	Visual inspection that inspections are being done

Revised: December 16, 2013

Adopted: April 5, 2010