UNC CHARLOTTE

Environmental, Health and Safety

Fire Prevention Plan

December 2015

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SECTION 1: GENERAL INFORMATION

Fire safety is a matter of common sense, education and training. By following the guidelines and requirements of this program, we can prevent unwanted fires from starting. Special events that occur on UNC Charlotte property must be coordinated with Events Planning.

SECTION 2: SMOKING POLICY

The following restrictions apply to smoking on UNC Charlotte Property:

A. Smoking is prohibited within all University Buildings.
B. Smoking is prohibited within 100 linear feet of any University Building unless otherwise allowed under subsection III. D of the smoking policy.
C. Smoking in University Vehicles is prohibited.
D. Smoking is permitted on University Property in Designated Smoking Areas. Additional smoking restrictions required for safety reasons may be imposed by the University on a case-by-case basis. Areas with such restrictions will be identified by signage.

For more information please see: Policy Statement 707 Smoking on University Property

SECTION 3: ELECTRICAL

Maintenance and installation of electrical wiring, components or electrical equipment is permitted by UNC Charlotte authorized qualified electricians. UNC Charlotte personnel must comply with the safe use guidelines of this program.

3.1 Extension cords

A. Extension cords, of proper size and according to their use, are permitted under the following conditions:

1. For temporary use only, not to exceed 90 days.
2. Cords exist in one continuous length. Extension cords shall be maintained in good condition without splices, deterioration or damage.
3. As temporary wiring for holiday displays, artwork or vendors at special events provided they meet the requirements above.
4. A multi-plug extension cord that incorporates a surge protector and circuit breaker. This form of extension cord is recommended.
5. Only heavy duty extension cords should be used.

B. Extension cords are ***not*** permitted under the following conditions:

1. Used as permanent wiring.
2. For use on heat producing devices such as heaters, coffee pots, high wattage lamps, refrigerators, microwave ovens, etc.

3. If it creates a tripping hazard for normal traffic or in an emergency evacuation.
4. Fire barriers or fire rated walls are breached to run the wiring unless the hole is properly fire-stopped and the wire properly enclosed in the appropriate conduit.
5. The cord shows signs of wear, defects, bulging, exposed wire, or other damage.
6. Located in corrosive areas or near any substance which would deteriorate the extension cord.

3.2 Electrical Panels

Electrical panels should not be tampered with by any personnel. Only UNC Charlotte authorized and qualified electricians will be allowed access to electrical panels. In a location where a person has easy access to turn off the power to a piece of equipment or area in an emergency, securing methods may be required to prohibit the inadvertent shutdown of critical equipment. However, it must be recognized that shutting off power to an electrical fire is often the best action to take in a fire emergency.

A. Electrical Panels **must** meet the following requirements:

1. Be accessible to the occupants in an emergency.
2. Be unobstructed thirty-six (36) inches in front of and in all directions around the panel.
3. Have the panel cover and panel door securely in place and closed.
4. Ensure all breakers or blanks are installed.
5. Have all breakers and main switches clearly marked as to the equipment/area that they control.
6. Be identifiable as an electrical panel. Do not cover or paint electrical panels to match the wall, etc.
7. Have a legible electrical circuit directory.

B. Electrical Panels **must not** :

1. Be locked unless employee or student safety is compromised.
2. Have the breakers taped or otherwise secured in the on position (except for Fire Protection and Alarm Equipment).
3. Have any work performed on the panel unless the work is approved, monitored and completed by a licensed electrician.

3.3 Electrical Outlets/Switches

An overload on the electrical system may be possible and cause an outlet to spark. The safety guidelines listed below must be followed.

A. Outlets **must** meet the following requirements:

1. Have the cover plate securely fastened to the outlet box.
2. Be replaced when broken.
3. Have an approved cover.

4. Be protected by a Ground Fault Circuit Interrupter (GFCI) when located within six (6) feet of a water source.
5. It is recommended that combustible items such as trash cans, boxes of papers, etc., be kept at least two (2) feet from either side of the outlet, when possible.

SECTION 4: STORAGE

Storage, in and of itself, does not constitute a fire hazard. The problem begins when items are stored in an improper manner, in a hazardous location where other fire hazards are present, or where storage affects the safe evacuation of occupants.

4.1 General Storage

This area pertains to any room or building used for the general storage of ordinary combustibles for temporary, long-term or permanent storage. The following is a basic guide to storage compliance:

A. Combustible materials must be separated from other hazardous materials such as flammables, corrosives, explosives, oxidizers, etc.

B. Stored materials must be kept at least three (3) feet from any heat source.

C. Stored materials must be eighteen (18) inches below the horizontal plane of the sprinkler heads. To find the proper storage height in a sprinkled building, measure eighteen (18) inches below the sprinkler head in the room and from wall to wall, the storage must not go beyond this height. In a non-sprinklered building, stored material must be twenty-four (24) inches from the ceiling, wall to wall.

D. Aisles in any room used for storage must have a minimum of three (3) feet width to allow for evacuation and for firefighters to gain access to the most remote area of the room.

E. Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes, the exit door, emergency equipment, or entry of emergency personnel.

F. Storage under stairs is not permitted.

G. Doors to storage rooms must remain closed except when entering or leaving the room.

H. Smoking must not be permitted in any storage area under any conditions.

4.2 Flammable Storage

It is critical that flammables not only be used properly, but also stored safely. The following is a basic guide to flammable storage compliance:

A. In any location where there is more than a total of ten (10) gallons of flammables, these materials are required to be stored away from combustibles and stored in an approved "flammable storage cabinet." This cabinet must be labeled and must incorporate self-latching and self-closing

doors. It is recommended that all flammable liquids be stored in a "flammable storage cabinet" when not in use.

B. Sources of ignition shall not be within twenty-five (25) feet of outdoor storage, dispensing or open use areas.

C. Sources of ignition shall not be used in rooms or areas where flammable or combustible hazardous materials are stored, dispensed or used.

D. Ordinary combustibles (paper, cardboard, wood, etc.) must not be stored in flammable storage cabinets.

E. Oily or grease-laden rags must be kept in metal self-closing containers.

F. Only metal flammable storage cabinets meeting NFPA standards will be used.

G. Rooms used for storage must be constructed to meet the NC Building Code requirements for one (1) hour fire separation, ventilation, heating, electrical systems, and fire detection and/or suppression.

4.3 Storage of Hazardous Materials

Hazardous products may produce a substantial amount of harmful inhalation hazards, as well as react with a fire to create a fast moving or explosive situation. Storage of such materials must be strictly controlled. The following is a basic guide to hazardous materials storage compliance:

A. Sources of ignition shall not be within twenty-five (25) feet of outdoor storage, dispensing or open use areas.

B. Sources of ignition shall not be in rooms or areas where flammable or combustible hazardous materials are stored, dispensed or used.

C. Hazardous materials must not obstruct evacuation routes or be stored under stairs.

D. Hazardous materials must be stored in separate cabinets or rooms according to their reactive properties.

E. Additional information and requirements are contained in the EHS Chemical Hygiene Plan and Hazard Communication Program.

F. Read the MSDS/SDS to verify if any special storage conditions are noted.

SECTION 5: OPEN BURNING

Open burning is defined as the burning of any matter in such a manner that products of combustion resulting from the burning are emitted directly into the ambient air without passing through an adequate stack, duct or chimney. Generally, anytime you light a fire outdoors, you are open burning (i.e. bonfires, campfires, leaf burning, art work involving flames, pyrotechnics of any kind, etc.).

5.1 Approvals

Please contact the EHS Office at 704-687-1111 to obtain approval two (2) weeks in advance of the event.

5.2 Open Flames

Open flames (particularly when such burning will activate any type fire alarm detection/suppression system) is normally prohibited. Special exceptions may be authorized under the following conditions:

A. Obtain a “Hot Work Permit” prior to any indoor open flame. Refer to the Welding, Cutting and Brazing Program for a permit.

B. The proposed burning must not endanger the occupants or facility.

C. The proposed device location must not block any emergency device or access to any exit.

D. The event coordinator or supervisor must be responsible for providing a trained "Fire Watch" (Refer to Hot Work: Welding, Cutting and Brazing Program).

E. The event coordinator or trained authorized person is responsible for completely extinguishing and removing all materials.

F. For any and all building maintenance that might require open flames or sparks refer to the Welding, Cutting and Brazing Program.

5.3 Open Burning Outdoors

Open burning outdoors may be authorized under the following conditions:

A. A written request is sent to Event Planning, if possible, allow two (2) weeks, but no less than one week, in advance of the event or operation.

B. The burn location must not block access for emergency vehicles to any building, street or emergency device.

C. Open burning fires must not be within fifty (50) feet of any flammable storage area (the distance may be increased according to the size of the event), and fifty (50) feet of any building, vehicle or vegetation.

D. Have a 2A:10BC (5lb dry chemical) fire extinguisher readily available.

E. Garden hose and adequate water supply available.

F. The event coordinator is responsible for providing a "Fire Watch" (Refer to Hot Work: Welding, Cutting and Brazing Program).

G. The event coordinator must contact the EHS office, Campus Police, and occupants of adjacent buildings twenty-four (24) hours in advance of the event or operation for final coordination.

H. The event coordinator of the open burning must be responsible for completely extinguishing and removing all materials used in the open burning activity.

I. A thirty (30) minute watch must be assigned to ensure that there is no residual heat left in the material that was burned.

5.4 Candles

The use of candles in ALL University Buildings is prohibited. UNDER NO CIRCUMSTANCES MUST HANDHELD OPEN FLAME DEVICES, SUCH AS EXPOSED CANDLES, BE PERMITTED FOR ANY BUILDING.

NOTE: Candles can be approved for use inside buildings ONLY with written permission or as directed by UNC Charlotte Policy.

SECTION 6: HEATERS

A. Personal Heaters - If authorized, the following guidelines must be followed:

1. The heater must be UL Listed, and incorporates a tip-over switch which will turn off the heating element and fan if the unit is knocked over.
2. The heater must be in good repair, and have a cord long enough to reach the electrical outlet. EXTENSION CORDS MUST NOT BE USED ON HEATERS.
3. Space heater must be ceramic or other approved, cool surface heaters.
4. Only electric-powered space heaters may be used.
5. The heater must be unplugged at the end of the work day or if the building will be left unattended for an extended period.
6. The heater must be kept three (3) feet from any combustible materials.
7. The heater must not be used in rooms or areas where flammable or combustible hazardous materials are stored, dispensed or used.
8. The placement of the heater will not create a tripping or evacuation hazard.

B. Portable Patio Heaters

1. All heaters shall be UL listed for their use.
2. All combustible materials (including tree branches) must be kept ten (10) feet clear from top of heater.
3. Do not place heaters under building overhangs or soffits.
4. Keep a minimum three (3) feet clearance around all tables and umbrellas.
5. Use only the recommended fuel type as specified by the heater manufacturer. Adhere to the manufactures instructions and guidelines.

SECTION 7: PYROTECHNICS/FIREWORKS

Pyrotechnics displays must be coordinated through the EHS office and authorized under the following conditions:

A. The individual handling the pyrotechnics must submit a written proposal to the EHS office as far in advance of the event as possible but at thirty (30) days prior to allow adequate planning and EHS review time. The event

coordinator must ensure that the fireworks contractor applies for a permit through the Charlotte Fire Department and North Carolina Department of Insurance Office of State Fire Marshal.

B. The individual handling the pyrotechnics must be licensed for the material to be used and must be responsible for the proper storage, handling, transportation, use, and disposal of the materials. In addition, they must hold a permit from the Charlotte Fire Department and the North Carolina Department of Insurance Office of State Fire Marshal.

C. The event coordinator must provide a Fire Watch for the length of time that the material is handled.

SECTION 8: WALL DECORATIONS AND FINISHES

Interior decorations are a common factor in the spread of fire. Decorations used during the holiday seasons are always a concern. It is necessary to ensure that all interior decorations used meet the requirements of safety and fire resistance.

8.1 Wall Finish

When planning a renovation or refinish of wall, ceilings, or floors, all new materials must meet the minimum requirements of the NC Building Code.

8.2 Approvals

Normally, specific written approvals for holiday decorations will not be required. Written approval will be required if the decorations may interfere with any safety system or may conflict with one or more of the safety requirements stated in this program.

8.3 Documentation

Any decoration, whether purchased from a store, dealer, catalog, other business, or if made by hand, will require documentation that the materials used meet the fire safety standards of fire resistance and safety.

8.4 Decoration Materials

All materials used in decorations must meet the minimum requirements of the North Carolina Fire Code (NCFC), Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. General requirements include:

A. Decorations must not be attached to, hung from, or obstruct any emergency device (sprinklers, smoke detectors, and exit signs).

B. Combustible decorations must not be hung from ceilings in such a way that a fire could ignite the decorations and endanger the occupants before evacuation.

C. Unauthorized items found during inspections will be required to be removed.

8.5 Electrical Decorations

Electrical lights, decorations and cords shall comply and be used in the following conditions:

A. Do not use electrical decorations or cords on combustible vegetation, dry trees, curtains, or any other combustible material, which may be ignited by heat or a potential electrical short in the device.

B. Extension cords used for temporary use in decorations are limited to ninety (90) days. The cords must be one (1) continuous length from the device to the electrical outlet.

C. Multiple electrical devices may be plugged into an approved surge protector which incorporates a breaker, on/off switch and can reach the outlet without connection to another "surge protector" or an extension cord. This does not pertain to heat producing devices that must be plugged directly into an outlet.

D. Electrical decorations must be turned off and should be unplugged at the end of the day or when the building will be unoccupied for an extended period.

E. Electrical decorations or cords must not be laid or taped across floors in such a way that they may cause a tripping hazard or interfere in any way with evacuation.

F. Any electrical decoration or cord that is damaged, worn, showing signs of overheating, etc., must be taken out of service and repaired or replaced. The electrical equipment must be tested and approved by a recognized testing laboratory, such as UL and must bear the appropriate label, sticker, or tag, supplied by the manufacturer.

8.6 Amount of Decorations

This program does not specifically limit the use of decorations; rather, the NC Fire Code limits combustible material in Assembly occupancies to 10% of the existing wall space and Auditorium Assembly occupancies to 75% with an existing sprinkler system. The amount of decorations used will be limited by the following criteria:

A. Decorations must not obstruct any corridor, exit or safety device.

B. Decorations must not exceed the amount of combustibles that could be contained by any existing extinguishing system or quickly brought under control with a fire extinguisher.

C. The amount of combustibles that would aid in the rapid spread of fire, such that it could endanger or entrap the occupants must not be exceeded.

D. The amount of decorations may affect the occupant load of the area if such decorations cover any required floor area used in the calculation of the occupant load.

SECTION 9: COOKING SAFETY

Cooking can be a safe and enjoyable experience if safety requirements are followed.

A. Permitted Areas

1. Restaurant style establishments or institutional food production areas.
2. Residential buildings in areas designated for cooking (i.e., kitchen or designated barbecue area).
3. Employee lounges and break rooms where appliances are installed in compliance with the appropriate standard, and the area is maintained in a safe manner (i.e. stoves/ovens are turned off when not in use).

B. Non-Permitted Areas:

1. Laboratories, classrooms, storage areas, toilet rooms or hazardous areas.
2. Sleeping areas in dormitories.
3. Automotive, industrial and manufacturing settings.
4. Food shall not be stored in refrigerators used for storing chemicals, animal specimens, radioactive materials or other hazardous materials.

9.1 Special Cooking Areas

Requests for cooking in the areas mentioned above for normal or special occasions must be submitted in writing to the Building Manager and/or Event Planning.

9.2 Safety Procedures

Where cooking is permitted, the following safety procedures must be followed:

A. Residential Electric/Gas Stoves:

B. Stoves/ovens must have electric or gas connections installed and maintained by a qualified individual.

C. Stoves/ovens when installed must have a grease filter over the stove. Where a grease filter is not installed, cooking must be limited to foods that will not produce grease-laden vapors.

D. Combustible materials, such as potholders, paper towels, etc., must be kept at least 18 inches from the stovetop and any burners.

E. An ABC rated fire extinguisher shall be installed near the kitchen area.

F. When cooking, the stove must not be left unattended for any length of time. If it is necessary to leave the room unoccupied, the stove must be turned off.

G. Do not use matches to light gas stoves equipped with electric starters. If the starter is inoperative, the unit must be repaired or replaced.

H. Check all burners on the stove before leaving to ensure that all units are turned off.

9.3 Barbecue Grills (Gas and Charcoal)

A. Barbecue grills are not permitted for use INSIDE buildings.

B. Barbecue grills must not be used within ten (10) feet of a building.

C. All gas lines, valves and connections on gas grills must be periodically checked to detect leakage. If a leak is detected, the grill will be taken out of service until repaired.

D. When using a charcoal grill, flammable charcoal lighter fluid must be used prior to lighting. **DO NOT ADD LIGHTER FLUID AFTER THE CHARCOAL IS LIT.**

E. Do not leave a grill unattended.

F. Keep combustible materials at least ten (10) feet from the grill.

G. DO NOT use a grill within twenty-five (25) feet of flammable storage areas.

H. An ABC type fire extinguisher must be on-site at all times.

9.4 Commercial or Institutional Cooking

A. All cooking equipment must be installed in accordance with NC Building Codes and the NC Mechanical Codes.

B. All commercial cooking equipment in which grease-laden vapors are produced must have an automatic dry, wet chemical or equivalent system installed. Portable fire extinguishers (class K) must also be installed in or near the kitchen area.

C. The equipment, hood and grease filters must be cleaned on a regular basis.

D. Each hood and fire suppression system must be inspected according to NC Building Codes.

E. All kitchen/staff personnel who are subject to be in the area during operation of the equipment should be trained on the hazards involved, use of the portable and automatic fire suppression, fire evacuation, and fire reporting procedures.

SECTION 10: FIRE DETECTION, ALARMS AND SUPPRESSION SYSTEMS

The requirement to maintain a working fire detection and alarm system is the responsibility of UNC Charlotte Facilities Management (FM). FM will review the requirements of type and location for fire detection/suppression and alarm systems. It is the occupants' responsibility to be aware of the type of system in the building and how to react to an alarm.

10.1 Tampering

Installed systems must not be tampered with in any way. Tampering is considered a criminal act by the state of North Carolina. Tampering is defined as:

A. Any intentional or malicious activation of a system when there is no emergency.

B. The intentional deactivation of a system either by disconnecting, breaking or removing devices, wiring, etc.

C. Falsely reporting the activation of a system.

10.2 Obstructing

No part of the system must be obstructed at any time. Obstruction includes the following conditions:

A. Fire alarm pull stations must be accessible at all times. No storage, furniture, etc. may obstruct any pull station.

B. Fire alarm bells/horns/strobes must not be visually blocked or muffled.

C. Smoke/Heat detectors must not be covered unless specifically authorized by FM Design Services.

D. Storage must not come within eighteen (18) inches of sprinkler heads.

E. Renovations that affect the operation of any system must be approved by FM Design Services.

F. Nothing must be hung from or wrapped around any system device or piping.

G. Fire department connections must not be obstructed at any time.

10.3 Prevention of False Alarms

Any operation that would activate the alarm system must be coordinated through EHS and Facilities Management. Such operations include, but are not restricted to:

A. Welding or other heat producing work around sprinklers and/or heat detectors.

B. Sanding or other work around smoke detectors, which would create dust.

C. Use of smoke producing devices that could potentially set off smoke detectors.

D. Steam cleaning or spray painting that could potentially set off detectors.

E. Use of open flames near any heat or smoke-sensing device.

10.4 Fire Alarm and Fire Suppression Testing

Only authorized FM personnel, or their designated contractor, may conduct testing, maintenance or repair of systems.

SECTION 11: CORRIDORS, EGRESS ROUTES, EXIT DOORS

In an emergency, one of the most important requirements is to ensure that all occupants can leave the building safely. To accommodate this, corridors, hallways and exits are designed and constructed to allow people to leave the

building in the safest and quickest method possible and must remain unobstructed at all times.

A. Obstructions

1. No corridor, aisle way or component of a means of egress may be obstructed.
2. Furniture and other items in lobbies must not obstruct the minimum width and must be arranged so there is a direct path of egress through the lobby to the exit.
3. Wires, cables or extension cords must not be laid across corridors, aisles or pathways.
4. Egress doors shall not be locked from the egress side. All access-controlled, delayed egress and special locking devices must meet the NC Fire Code.

B. Minimum Widths

1. Minimum widths (which must be increased accordingly with the number of occupants) range from 18 inches between desks, to 44 inches or greater for corridors.
2. Furniture, art work, wall hangings, statues, etc., which protrude from the walls must not obstruct the minimum width nor present a tripping or other safety hazard.
3. Minimum aisle widths must be maintained at all times.

C. Protrusions

1. The minimum ceiling height in exit passageways is seven feet (7’-0").
2. Wires or cables hung from the ceiling must not present a safety hazard. For example, hanging wires must not become entangled in any equipment that is being transported through a corridor.

D. Items not permitted in corridors include:

1. Flammable storage cabinets of any size.
2. Compressed gas containers of any size.
3. Carts, cabinets, shelves, or other items on which combustibles or flammables are likely to be stored.
4. Chemicals, munitions, pyrotechnics, or any other hazardous materials.
5. Any items that will impede the normal or emergency flow of traffic or will obstruct any emergency device (Decorations, Furniture, Etc.).
6. Portable heaters, coffee pots, food warmers, or other devices that may present a hazard.
7. Unprotected high voltage, electrical or gas powered equipment of any kind.

11.1 Fire Rated Doors

It is a requirement that all fire rated egress doors are equipped with a self-closing device and are installed to keep fire from spreading throughout a building.

11.2 Blocking Doors

Keeping fire rated egress doors open allows smoke and fire to travel though an uncontrolled avenue throughout the building. In order to reduce the spread of fire throughout the building, the following guidelines are provided below:

A. Fire rated egress doors must not be kept or blocked open except with an approved automatic magnetic release device, which will release the door when any emergency alarm device is activated.

B. The self-closing devices on fire rated egress doors must not be disconnected or rendered inoperable.

C. If the fire rated egress door must be held open for movement of furniture, equipment or other large size or number of items, the person responsible for the move will provide an individual at the fire door to ensure the door is not left open if the building is evacuated.

D. "Door chocks" or "foot stops" must not be installed on any fire rated egress door. Furniture, appliances, etc. must not be used to block the door open.

E. Obstructions that will prohibit fire/smoke rated doors from closing and latching without human intervention are not permitted.

SECTION 12: FIRE EXTINGUISHERS

A. Responsibility

Facilities Management is responsible for the installation, tracking, maintenance, and replacement of fire extinguishers in UNC Charlotte Academic and Administrative buildings. Housing and Residence Life (HRL) is responsible for ensuring proper maintenance and inspection of extinguishers in all HRL assets. Extinguishers located inside leased property are the responsibility of the landlord. Please see below for fire extinguisher classifications:

1. “ABC” - These fire extinguishers are found throughout the UNC Charlotte campus and are known as the universal fire extinguisher. ABC fire extinguishers can be used on wood, paper, flammable or combustible liquid fires.
2. “BC” - Is either dry chemical or CO2. Used for electrical, flammable or combustible liquid fires.
3. “K” - Is wet chemical. Used for kitchen fires involving grease or oil.
4. “D” - UNC Charlotte also uses “D” or reactive metals fire extinguishers in selected areas on campus. (Aluminum, Zinc, Magnesium, etc.)

C. Determination

The type of extinguisher made available in a particular location is determined by FM Design Services or qualified design firm using the following factors:

1. The type of hazard (combustibles, flammables, electrical hazards, chemicals, etc.).

2. The amount of combustibles and/or flammables in the area.
3. The best agent to be used on the hazard(s) (i.e., water, dry chemical, carbon dioxide, halon, etc.).

D. Location

The location of the extinguisher will be determined by the FM Design Services or qualified design firm, who will coordinate the installation of the fire extinguishers.

1. The extinguisher must be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel to the exit.
2. The travel distance required to reach an extinguisher is between 30-75 feet, depending on the type of building.
3. The extinguisher must be clearly visible and identifiable. When this is not possible, appropriate signage will be posted directing the occupant to the location.
4. The extinguisher must remain located in its designated location. Do not remove the extinguisher to use as a doorstop, to cover a welding operation, for barbecue activities, etc.
5. The extinguisher must not be hung higher than five (5) feet from the floor and no lower than four (4) inches from the ground.

E. Extinguisher Inspection

1. Fire extinguishers must be inspected within every thirty (30) days. This check will include:
   1) Ensuring that the extinguisher is in its designated location.
   2) Checking the pressure on the gauge (tamper seal on carbon dioxide (CO 2 extinguishers)).
   3) Checking to see that the safety pin is in place and sealed.
   4) Checking the extinguisher for any obvious physical damage.
2. Documentation of prior completed inspections.

F. Extinguisher Maintenance

Facilities Management or designated contractor will conduct periodic maintenance and testing of all fire extinguishers. This includes:

1. Annual inspection of internal parts.
2. Hydrostatic testing on a periodic basis (5-year cycle).
3. Repair of damaged extinguishers.
4. Recharging of extinguishers.
5. Replacement of unusable extinguishers.

G. Misuse of Extinguishers

The following actions will be considered tampering/vandalism of a fire extinguisher.

1. Discharging an extinguisher for any reason other than extinguishing a fire.
2. Relocating an extinguisher without specific approval.

3. Damaging any part of the extinguisher intentionally or accidentally through carelessness.

H. Operation of Extinguishers

Employees must be trained in the operation of a fire extinguisher before attempting to fight any fire. Four basic steps to using an extinguisher can be described by using the acronym PASS:

1. Pull the safety pin from the handle. It will be necessary to break the plastic seal.
2. Aim the extinguisher at the base of the flame.
3. Squeeze the handle all the way down to release the agent.
4. Sweep the agent across the fire with a side-to-side motion. Be sure to cover the entire fire.

I. Reporting of Discharged or Damaged Extinguishers

NEVER put an extinguisher back in its place after extinguishing a fire. If an extinguisher is discharged, even for a few seconds, or if it is damaged in any way, report the extinguisher and its location to the Building Manager and Facilities Management.