



Date: June 15, 2012

From: Maurine G. Claver, Director, Environmental Health and Safety
Gary Langsdale, University Risk Officer

Two handwritten signatures in blue ink are present. One is a cursive signature, likely of Maurine G. Claver, and the other is a more stylized signature, likely of Gary Langsdale.

To: Commonwealth Campuses - Directors of Business Services
Commonwealth Campuses – Directors of Housing and Food Service

Subject: Fire Protection System Inspection and Maintenance Requirements

Penn State's Offices of Environmental Health and Safety (EHS) and Risk Management, in conjunction with the University's property insurer, FM Global, have previously provided inspection and maintenance requirements for the University's fire protection systems. These are intended to ensure that fire protection systems will provide appropriate detection and suppression in the event of a fire. The purpose of this correspondence is to provide these requirements in a consolidated format with a summary of these requirements contained in Table 1.

With respect to curb box valve inspections, EHS is developing tools for training and hands-on demonstrations to provide your staff with proper inspection procedures. Your regional EHS coordinator will be in touch regarding this training in the near future. We are also available to assist your staff on any of the other systems listed within Table 1.

For information about specialized systems that are not listed, please contact the EHS Fire Protection and Prevention Program Manager, Steve Triebold, at 814-865-6391 or email sgt4@psu.edu.

Please be sure to maintain all records associated with the inspections and testing listed in Table 1 for three years in a location from which they can be readily retrieved in the event of an audit or inspection by EHS, FM Global, or a regulatory agency.

Contact information for you to directly report fire systems taken out of service to FM Global staff is provided in Table 2.



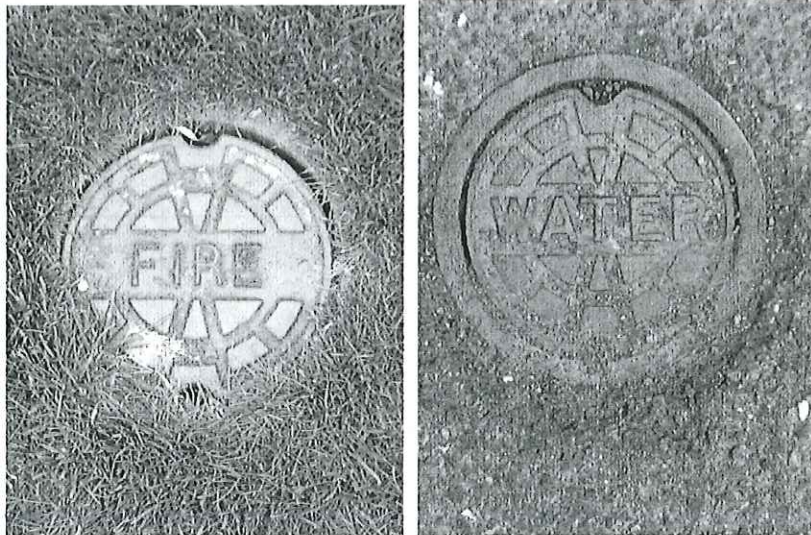
Fire Protection System Maintenance and Inspection Requirements
Table 1

Description	Instructions	Frequency
Automatic Wet Sprinkler System	Inspect locked control valves without electronic tamper switches / Inspect locked control valves with electronic tamper switches	Weekly/Monthly
	Inspect gauges to ensure appropriate water pressure readings	Monthly
	Test water flow alarms	Quarterly
	Test main drain flow	Annually
Dry Sprinkler System	Inspect locked control valves without electronic tamper switches / Inspect locked control valves with electronic tamper switches	Weekly/Monthly
	Inspect gauges to ensure appropriate water and air pressure readings	Monthly
	Test water flow alarms	Quarterly
	Test priming water	Quarterly
	Test low air alarm	Quarterly
	Check and maintain low point drains	Annually prior to freezing weather and as needed to ensure all water is drained from system piping
	Conduct trip test of dry pipe valve	Annually
Conduct full flow trip test	Every 3 years	
Building Fire Department Connection	Inspect to insure clear access and operation	Quarterly
Building Fire Protection Pumps	Start pump- no flow (i.e., churn test)	Monthly
	Conduct annual pump inspection and flow test	Annually
Fire Alarm System	Inspect, maintain and test fire alarm systems by qualified individual (e.g., manual pull stations, heat/smoke detectors, etc.)	Annually



Description	Instructions	Frequency
Fire Extinguisher Inspection	Conduct visual inspection	At least quarterly
	Conduct inspection and maintenance	Annually
Fire Hydrants	Open to flush and maintain	Annually
Curb Box Valves * See Below Photo	Inspect cover for accessibility, fully close and then fully open valve	Annually
Fire Protection – Commercial Kitchen Cooking Exhaust	Conduct maintenance and testing	Semi-annually
Emergency Generators	Start and verify proper operation	Weekly

Curb Box Valve Covers





Notification of System Impairments

If fire protection systems must be taken out of service for maintenance or repair, our property insurance carrier, FM Global, must be immediately notified of these system impairments. Notification of system impairments is known as the "Red Tag" system. The appropriate contact information for these notifications for each campus is included below.

You can also use an electronic reporting system to report these impairments. Connect to the following website: <http://www.fmglobal.com/redetag/> and click on the "Create Impairment" button.

Table 2

Geographic Region	Campuses	FM Global Telephone Number to Notify
Northeast PA	Hazleton Wilkes-Barre Scranton	1-888-504-3330
Southeast / Central PA	Harrisburg Mont Alto Dickinson School of Law York Great Valley Delaware County Abington Berks Lehigh Valley Schuylkill	1-888-201-8943
Western PA	Altoona Beaver Erie DuBois Fayette McKeesport New Kensington Shenango	1-888-216-9330



Additional Information

Additional information about the University's Fire Protection and Prevention Program is available online at the following website:

<http://www.ehs.psu.edu/occhealth/fire.cfm>

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