

MILL VALLEY FIRE DEPARTMENT



Prepared by *JD*
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Fire Protection Standard 405

TESTING AND SERVICE OF FIRE EXTINGUISHING SYSTEMS

Date: 1-11-11

Revision: 2

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This standard has been developed pursuant to Title 19 California Administrative Code which requires maintenance and service of all fire extinguishing systems in the State of California. This standard is intended to be used as a guide by engine company personnel in enforcing the provisions of state law, and providing procedures to be followed in implementing the systems requirements.

I. Scope

The first inspection period, on sprinkler system and standpipe systems, will be considered a transitional state. Strict adherence to the system maintenance and certification will not feasibly be enforced uniformly until the next inspection period.

With regards to fixed automatic extinguishing systems, i.e., protection of commercial cooking equipment, halon and CO₂ systems, they will be required to meet the semiannual service requirements.

Additionally, if any sprinkler, standpipe, standpipe, engineered or pre-engineered system or components thereof are found by the inspecting company to be not in working condition, the inspecting company shall initiate a fire safety inspection notice following the routine violation procedure.

II. Procedure

The following procedures shall be followed for each type of system.

A. Automatic Sprinkler Systems

1. Provide copies of the following to the business owner/manager:
 - a. One copy of the Fire Department cover letter.
 - b. One copy of "Quarterly Maintenance Inspections" sheet
 - c. Four copies of the "Quarterly/Semiannual Maintenance Report".
 - d. One copy of "Maintenance Record Posting Instructions".
 - e. One clear plastic protector sheet.
 - f. One copy of "five (5) year maintenance and service record".
2. Explain that the requirement is a result of a recent state law and the packet is self explanatory. But if they do have questions, they should contact the Fire Loss Management Division.
3. Conduct a visual inspection of the system as required by the fire safety inspection report. Issue violation notification if necessary.

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4. Follow the routine violation procedure.
5. On subsequent inspection periods, the inspecting company will check to see that the five (5) year maintenance and service record has been completed correctly and is in a location specified by the inspecting company.
6. If the owner/manager has not completed the necessary maintenance or service record, issue a violation notice via the fire safety inspection report and follow the routine violation procedure.

B. Standpipe Systems

1. Provide copies of the following to business owner/manager:
 - a. One copy of the Fire Department cover letter.
 - b. One copy of "five (5) year maintenance and service record".
 - c. One copy of "Semiannual Maintenance of Standpipe Systems"
 - d. Four copies of the "Quarterly/Semiannual Maintenance Report".
 - e. One copy of "Maintenance Record Posting Instructions"
 - f. One clear plastic protector sheet.
2. Explain that the requirement is a result of a recent state law and the packed is self-explanatory. But if they do have questions, they should contact the Fire Loss Management Division.
3. Conduct a visual inspection of the system as required by the Fire Safety Inspection report. Issue violation notification if necessary.
4. Follow the routine violation procedure.
5. On subsequent inspection periods, the inspecting company will check to see that the five (5) year maintenance and service record has been completed correctly and is in a location specified by the inspecting company.
6. If the owner/manager has not completed the necessary maintenance or service record issue a violation notice via the fire safety inspection report and follow the routine violation procedure.

C. Engineer and Pre-Engineered Systems

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1. Provide copies of the following to business owner/manager:
 - a. One copy of the Fire Department cover letter
2. Explain that the requirement is a result of state law.
3. Conduct a visual inspection of the system as required by the fire safety inspection report. Issue violation notification if necessary.
4. Follow the routine violation procedure.

III. Alternate Methods of Compliance

- A. Building owners/managers may choose to have the required service and/or testing conducted by a private company. The company may use their own Quarterly/Semiannual Inspection Maintenance Reports in lieu of the format recommended by the Fire Department. However, these forms should be kept in a manner prescribed by the posting instruction sheet or the Fire Department.

IV. Additional Copies

- A. Engine company personnel may obtain additional copies by request to the Fire Marshal.
- B. Building owners/managers may obtain additional copies by duplicating originals or by contacting the Fire Department. A small fee will be charged based on duplication costs to the Fire Department.

V. Verification

- A. If is not intended that the inspection company verify in fact that the maintenance work or service certification has been done pursuant to the criteria outlined in Title 19, California Administrative Code.
- B. The engine company shall verify that the five (5) year maintenance and service record has been correctly completed and signed by the proper authority.