

Life Safety Maintenance Checklist for Unattended Facilities

As local governments put in place **“stay-at-home”** or **“shelter in place”** orders across the Northwest, non-essential personnel and businesses with unoccupied facilities could have **increased vulnerability** if their life safety systems are not properly maintained.

At PSI, we take pride in being part of the security and safety fabric of **our local communities in the Northwest**, and will continue to **provide essential services** to our clients in need during this time.



Below is a list of critical maintenance recommendations to assure your Life Safety Systems will function properly in the event your facility is unoccupied for an extended period.

Many of these recommended practices can be referenced in the relevant NFPA standard (NFPA 25, NFPA 72, NFPA 101, NFPA 10, NFPA 96, NFPA 17).



FIRE SPRINKLER SYSTEMS - NFPA 25

- ✓ **Adhere to expected NFPA Inspection, Testing and Maintenance (ITM) schedules that are critical to system operation with a qualified service provider**
- ✓ Visual check that all valves are in the appropriate open or closed position
- ✓ Visual check that all valves are not leaking and are free from physical damage
- ✓ Visual check that all FDC are unobstructed and easily accessible by First Responders
- ✓ Visual check that all gauges indicate normal water supply pressure is maintained
- ✓ Monitor Low Air alarms on dry and pre-action systems to alleviate false trips



FIRE ALARM SYSTEMS - NFPA 72

- ✓ **Adhere to expected NFPA ITM schedules with a qualified service provider**
- ✓ Verify all life safety communications from FACU are active & reporting to Central Station
- ✓ Facilitate remote monitoring capabilities to monitor panel activity and change responsibly party lists
- ✓ Request daily test reports from remote central station to verify abnormal panel activity
- ✓ Adjust Open/Close Reports with Central Station
- ✓ Enable RF radio or cellular back-up technology



PORTABLE FIRE EXTINGUISHERS - NFPA 10

- ✓ **Adhere to expected NFPA ITM schedules with a qualified service provider**
- ✓ Visual inspect to assure all extinguishers are in their designated locations throughout facility
- ✓ Make sure fire extinguishers are relocated to any areas of higher risk or hazard
- ✓ Evaluate risk for placement of fire extinguishers in temporary structures, per AHJ & CDC guidelines
- ✓ Verify that operating instructions on nameplates are legible and face outward
- ✓ Check for broken or missing safety seals and tamper indicators
- ✓ Examine for obvious physical damage, corrosion, leakage or clogged nozzle



KITCHEN SYSTEMS - NFPA 17A & NFPA 96

- ✓ If you have commercial cooking appliances and your kitchen is closed, you are still required to maintain your Kitchen Hood Suppression Systems on semi-annual basis



OTHER RECOMMENDATIONS

- ✓ Establish a testing plan that uses a single source ITM service provider to limit number of personnel on site and to alleviate face-to-face interaction
- ✓ Establish Remote Troubleshooting Practices with your ITM service provider to reduce face-to-face contact
- ✓ Maintain temperatures in building above 55° to alleviate damage to fire sprinkler & fire alarm equipment