

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-3	REVISED: 7	PAGE <u>1</u> OF <u>3</u>
	SUBJECT: CITY OWNED FIRE EXTINGUISHER MAINTENANCE		

1.0 POLICY

For the preservation of public property and for the safety of all city personnel, fire extinguishers should always be in a 'ready' condition. This procedure sets inspection requirements to ensure that fire extinguishers are in a ready condition.

All department heads who have city-owned fire extinguishers under their control or in the facilities assigned to them for operation shall observe the following procedure. Moreover, it is the responsibility of all department heads to see that all departmental personnel know the location of the worksite extinguishers and are familiar with the function and operation of each extinguisher. The city Safety Director, in cooperation with the Fire Department, shall coordinate and provide training on the proper use of fire extinguishers to all City employees. A complete listing of city-owned fire extinguishers, their location and type, shall be kept on record at the fire department. Each city department shall receive an annual updated inventory of its fire extinguishers.

2.0 ORGANIZATIONS AFFECTED

All departments/divisions.

3.0 PROCEDURE

3.1 Inspection

3.1.1 All department heads who have city-owned fire extinguishers under their control shall assign one of their department personnel the duty of conducting monthly extinguisher inspections. They shall inform the fire department of this person and whenever a change is made. The fire department shall keep on record a complete current list of all city personnel assigned in the departments to conduct the inspections.

3.1.2 All city-owned fire extinguishers shall be inspected monthly, or at more frequent intervals when circumstances require, by assigned personnel of each city department to ensure that:

- a. fire extinguishers are in their designated places;
- b. fire extinguishers have not been actuated or tampered with;

DEPARTMENT: FIRE	SUPERSEDES: 01/06/2005	PREPARED BY: EK	APPROVED BY: EBS	DATE: 1/6/2005 REVISED: 05/16/2006
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- c. fire extinguishers have no obvious physical damage, corrosion or other impairments; and
- d. that they are not obstructed by any materials and are fully accessible.

3.1.3 Tags shall be affixed giving the date of the inspection or recharging and the name of the person who made the inspection.

3.1.3.1 The person assigned to extinguisher inspection (See Appendix A) shall be the only person to mark his/her initials and date on the extinguisher tag.

3.1.4 An inspection shall be made annually by a licensed inspector of all city-owned fire extinguishers. The licensed inspector shall be a member of the fire department assigned by the Chief.

3.1.5 All department heads who have city-owned fire extinguishers under their control or in the facilities assigned to them shall have the responsibility to make arrangements for monthly inspections.

3.1.6 The licensed inspector shall have the responsibility to make arrangements with all department heads for the annual inspections.

3.1.7 The Fire Chief shall have the responsibility to assure compliance concerning the inspection standards set forth in this procedure. Furthermore, the Chief, or the licensed inspector, shall prepare yearly reports due at the end of each year for the City Manager concerning department heads' compliance with the inspection standards of this procedure.

3.2 Maintenance and Recharging

3.2.1 All fire extinguishers shall receive the maintenance as required by the current Minnesota State Fire Code and NFPA Standard 10 including but not limited to annual maintenance inspection, hydrostatic testing and 6 year maintenance check.

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**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: CITY OWNED FIRE
EXTINGUISHER MAINTENANCE**

- 3.2.2 If the assigned department personnel becomes aware of an extinguisher that has been actuated, has obvious physical damage or other impairments, it shall immediately be brought to the attention of the fire department or licensed inspector.
- 3.2.3 All fire extinguisher maintenance shall be conducted by the Fire Department or coordinated through the Fire Department to an outside licensed vendor.
- 3.2.4 Any expenses incurred for maintenance, recharging, or purchase of new fire extinguishers shall be charged to the respective department which has control over particular fire extinguisher(s) needing the work.

**DEPARTMENT:
FIRE**

**SUPERSEDES:
01/06/2005**

**PREPARED BY:
EK**

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