



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 543  
VERSION: 2

## **SUBJECT: EC 5.40.19 AIR HANDLING and FIRE/SMOKE MANAGEMENT SYSTEMS**

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**POLICY:** EC 5.40.19

It is the policy of the Facilities Division to ensure that the Fire/Smoke management system for the air handlers and all Fire/Smoke dampers are functional at all times in accordance with, ASHRAE and NFPA standards.

**PURPOSE:**

To ensure the proper and reliable operation on the fire/smoke management systems.

**PROCEDURE:**

The MACC’ s air handling and fire/smoke management systems are inspected and tested to ensure functionality at all times. All supply fans and controls are inspected and tested to shut down in the event the fire/smoke alarms are activated. This test will be conducted in conjunction with the fire alarm test, as per the preventative maintenance schedule. The fire damper operation is inspected and tested on an annual basis.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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