



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 509  
VERSION: 2

## SUBJECT: AIR HANDLING and FIRE/SMOKE MANAGEMENT SYSTEMS

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**POLICY:**

It is the policy of the Facilities Division to ensure that fire safety equipment is inspected periodically and maintained in accordance with, manufactures specifications, the Preventative Maintenance Program, 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 as per the preventative maintenance schedule.

- The refrigeration mechanic will be notified when the fire/smoke detection and alarm system is tested. The refrigeration mechanic or Electrician will verify that all supply fans immediately shut down when the fire-smoke detection system is activated.
- When the test is completed, the refrigeration mechanic or electrician will verify that all supply fans are operational.
- Fire/smoke dampers will be visually inspected on an annual basis to verify they are operational.

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