

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 601**  
**VERSION: 1**

**SUBJECT/TITLE: FIRE ALARM SYSTEM TESTING AND PREVENTIVE MAINTENANCE**

**POLICY:** The following tests shall be performed in compliance with JCAHO and NFPA requirements:

- Supervisory signals devices: Quarterly
- Valve Tamper/Water Flow: Semiannual
- Duct Detectors, Mag Release, Heat Detectors, Pull Boxes, Smoke Detectors: Annual
- Occupant Notification Devices: Annual
- Automatic smoke-detection shutdown device testing for air handler equipment: Annual
- Water based automatic fire-extinguishing system main drain test all risers: Annual

**PURPOSE:**

**PROCEDURE:** Prior to testing, the following areas will be notified by the B.E.A.S. Room Operator: Telephone Operator, County Police, and the Fire Department. The Operator will be told a fire system test will be conducted and the location of the test area. The Operator will announce the start and completion of the test.

Testing of the system will comprise of specific actions and specific areas. All zones to be tested each quarter. These actions could include one or more of the following:

- Manually pulling a fire alarm pull station.
- Alarming a smoke detector with canned smoke.
- Alarming a sprinkler water flow with inspector's test valves.
- Testing the Fireman's phone system.

The following actions should follow any alarm:

- Fire alarm audio chimes activate upon alarm.
- C.R.T. printer prints device, location, and time of alarm.
- Fire graphic board indicates alarm location.

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- Fire alarm doors close or unlock.
- H.V.A.C. system responds to proper fire mode.
- Elevators recall to the second level when elevator lobby smoke detector is alarmed.
- Emergency vocal audio overrides chimes.
- Fireman’s phone system operates.

Any failures shall be immediately repaired and retested.

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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