

OSHKOSH FIRE DEPARTMENT REQUIRED FIRE SYSTEM MAINTENANCE

Fire Extinguishers, Emergency Lighting, Fire Systems

FIRE EXTINGUISHERS

1. Fire Extinguishers must be serviced and tagged **annually** by certified service personnel.
2. Fire Extinguishers must be **checked monthly** and noted (date and initials) on the service tag or a checklist maintained on file and available to the fire department for review by an occupant.
3. The monthly check includes:
 - 1) Location in designated place
 - 2) No obstruction to access or visibility
 - 3) Operating instructions on nameplate legible and facing outward
 - 4) Safety seals and tamper indicators not broken or missing
 - 5) Fullness determined by weighing or 'hefting'
 - 6) Examination for obvious physical damage, corrosion, leakage, or clogged nozzle
 - 7) Pressure gauge reading or indicator in the operable range or position

EMERGENCY LIGHTING

1. Emergency lighting must be checked **monthly**. Test by pushing the test button and verifying the lights illuminate. The test is to be noted (date and initials) on a maintained checklist available for the fire department to review.
2. The **annual test** for the lights is accomplished by turing the electric power off. The lights should light for 90 minutes. The test date and results are to be recorded and maintained available for the fire department to review.

FIRE SYSTEMS

Smoke and Heat Alarms

1. *Hard-wired smoke and heat detectors need to be checked **annually** for sensitivity according to manufacturer recommendations and replaced as needed by competent personnel. The test date and results are to be recorded and maintained available for the fire department to review.
2. Battery operated smoke alarms need to be tested **monthly**. The test date and results are to be recorded and maintained available to the fire department.
3. Battery operated smoke-alarm batteries need to be replaced at least annually.
4. Battery operated smoke alarms need to be replaced every ten years.
5. When replacing existing smoke detectors in multi-family units, detector/s must be replaced with a detector that has a sealed battery, is tamper proof, and has a 10 year battery life.

Fire Alarm Lights And Horns

1. Strobe lights and/or horns are to be tested **monthly**. The test dates and results are to be recorded and maintained available for the fire department to review.

Pull Stations

1. All pull stations are to be tested **annually**. The test date and results are to be recorded and maintained available for the fire department to review.

Exit Lights

1. Exit lights are to be lit at all times.
2. Exit lights shall light for 90 minutes on secondary power.

Sprinkler Systems

1. Are to be tested **quarterly** and **annually**. The test date and results are to be recorded and maintained available for the fire department to review.