

Water-Based Fire Protection Sprinkler System Inspection Procedure

Purpose

To ensure water-based fire protection systems in Central Washington University campus buildings are properly maintained, inspected, and tested in order to protect lives and property.

Authority

CWU's Facilities Management Department (FMD) will manage the maintenance, installation, inspections, and testing of campus water-based fire protection sprinkler systems pursuant to university policies ([CWUP 2-10-020](#), [CWUP 2-10-040](#), [CWUP 2-10-170](#), [CWUP 2-30-260](#), and [CWUP 2-40-140](#)), [Chapter 18.160](#) of the Revised Code of Washington (RCW), [Chapter 212-80](#) and [Chapter 296.800](#) of the Washington Administrative Code (WAC), National Fire Protection Association (NFPA), NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, International Building Code, International Fire Code, and all state and local codes, as legally enforced by the authority having jurisdiction (AHJ), which is the Kittitas Valley Fire and Rescue Fire Marshal.

Process

1. Maintenance
 - A. FMD will maintain a maintenance program, in conjunction with the AHJ, to ensure all water-based fire protection sprinkler systems are in good working order. Program will include documented inspections and testing of pre-action, wet, and dry systems in accordance with NFPA 25.
 - B. FMD staff will perform minor adjustments and replace "like-for-like" fire protection sprinkler heads in emergency situations.
 - C. FMD will contract with certified and licensed fire protection sprinkler contractors for all other services.
2. Inspections and Testing
 - A. Quarterly Checks: FMD staff will perform quarterly visual inspections of fire protection systems including sprinklers, piping, gauges, valves, nameplates, hangers, and connections (see Attachment 1, Water-based Fire Protection Sprinkler Systems Inspection Checklist).
 - B. Annual and Five Year Checks: CWUFM will contract with certified and licensed fire protection sprinkler contractors for annual and five year inspections and testing per NFPA 25 (see Attachment 1, Water-based Fire Protection Sprinkler Systems Inspection Checklist).
3. Training and continuing education

FMD staff who maintain water-based fire protection systems will receive annual training from licensed fire protection engineering consultants or certified and licensed fire protection sprinkler contractors on maintaining and inspecting campus fire protection sprinkler systems.

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4. Alterations, upgrades, and additions
FMD will contract with certified and licensed fire protection sprinkler contractors for alterations, upgrades, and additions to existing water-based fire protection systems.
5. Design
FMD will contract with professional licensed fire protection engineering consultants to develop project specific performance/design criteria and contract/bid documents for new fire protection sprinkler systems.
6. Installation
FMD will contract with certified and licensed contractors for the delegated design/build and installation of all new water-based fire protection sprinkler systems.

Attachment 1: Water-based Fire Protection Sprinkler Systems Inspection Checklist

[Responsibility: Facilities Management; Authority: Executive Director, FMD; Reviewed/Endorsed by: Vice President Operations; Review/Effective Date: 8/23/2016; Approved by: Gene Shoda, VPO.]