

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

March 25, 2005

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 – 2004/05

NOTE: All Circulars are to be kept in a permanent file

TO: ALL CUSTODIAN ENGINEERS

FIRE EXTINGUISHER INSPECTION/CERTIFICATION

A RULE HAS BEEN INSTITUTED REGULATING THE INSPECTIONS, MAINTENANCE AND RECHARGING OF PORTABLE FIRE EXTINGUISHERS. THE RULE ADOPTED THE 1998 EDITION OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARD #10. PURSUANT TO THE RULE, IT IS REQUIRED THAT A CERTIFIED COMPANY PERFORM THE INSPECTION, SERVICE OR MAINTENANCE OF PORTABLE FIRE EXTINGUISHERS OF WHICH ALL TECHNICIANS MUST HAVE A VALID CERTIFICATE OF FITNESS.

In an effort to comply with NFPA Standards the Division of School Facilities has acquired contracts with companies certified from the Fire Department of the City of New York to do the annual inspections of the portable fire extinguishers within the DOE Managed facilities.

Inspection – A “quick check” that a fire extinguisher is available and will operate. It is intended to give reasonable assurance that the fire extinguisher is fully charged and ready to operate. This is done by assuring that it is in its designated place, that it has not been actuated or tampered with and that there is no obvious or physical damage or condition to prevent its operation. The Custodian Engineer is still responsible for performing a daily safety inspection. All Inspections must be recorded in the “School’s Fire / Safety Log”.

NOTE: Custodian Engineer’s are no longer certified to perform any Fire Extinguisher recharge or maintenance as was past practice for the semi-annual inspection.

The DOE vendor has been supplied a list of schools, the names of the Custodian Engineer’s and office phone numbers. The vendor will contact the Custodian Engineer’s office to schedule the inspection and is responsible for the following scope of work:

- a. During inspection the technician is require to display vendor identification.
- b. Check the condition of the existing Fire Extinguishers.
- c. Ensure that the tamper seal is secure.
- d. Check the Hydrostatic Test date is within the required time period (5 year).
- e. Check pressure (or weight) and ensure that the Fire Extinguisher is not under / over charged.
- f. Ensure that the Fire Extinguisher operating instruction label is properly displayed.
- g. Remove old tag and install a new certified NYC Fire Department company tag indicating the vendor license and technicians Certificate of Fitness numbers. The new inspection tag shall be punched with the Fire Extinguisher type, year and month of inspection / service.
- h. The Vendor will supply a Summary Sheet (copy attached) to the Custodian Engineer for signature. The summery sheet will indicate the amount of Fire Extinguishers certified or failed by type, quantity and location.

General procedure to follow for the Custodian Engineer:

- a. Prior to the scheduled inspection, the Custodian Engineer remqves any empty/discharged Fire Extinguishers from his/her building assignment and exchanges the empties for an equal amount (of type and size) from the district depository.
- b. During the inspection, the Custodian Engineer (or designee) is to escort the technician throughout the facility pointing out the locations of the Fire Extinguishers as indicated in the “School’s Fire Safety Log”. Included with this inspection should be any spare units.
- c. At the conclusion of the inspection, the Custodian Engineer will receive a summery sheet from the vendor which will require signature and date.
- d. After the inspection, the Custodian Engineer removes any empty/discharged Fire Extinguishers from his/her building assignment as indicated in the vendor summery sheet and exchanges the empties for an equal amount (of type and size) from the district depository. Depository schools are to contact their respective manager’s for replacements.

Questions pertaining to specific implementation or correct procedures should be referred directly to your Deputy Regional Facilities Manager.

*James F. Lonergan
Executive Director
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THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, Chancellor

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Fire Extinguisher Summary Sheet

Contractor:
 Address:
 Phone #:

In Accordance with the Job Order issued for the Certification of Portable Fire Extinguishers, you must have this form completed and signed by the Custodian and submitted with your request for payment.

School: _____ District: _____
 Address: _____ Region: _____

The following number and types of portable fire extinguishers were certified at the above school.

Fire Extinguisher Type	Extinguisher Size	Amount Certified	Amount Failed
Water (W)	2.5 Gallon		
CO2	5lb		
	10lb		
	15lb		
Dry Chemical (DC)	2.5lb		
	5lb		
	10lb		
	20lb		
Class D (CD)	30lb		
	30lb		
Other			

 Custodian – Print Name

 Date

 Custodian Signature

