



Smoke/Carbon Monoxide Detector Testing

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The purpose of this SOG is to ensure compliance with the requirements of NFPA 72E and NFPA 1500. This SOG will provide procedures to be executed during the inspection of department smoke detectors.

REFERENCE

NFPA 72E Automatic Fire Detectors

NFPA 1500

Manufacturer recommendations

DEFINITIONS

Shall – indicates a mandatory requirement.

CO – Carbon Monoxide

POLICY

It shall be the policy of the Stoney Point Fire Department to ensure that smoke detectors and Carbon Monoxide (CO) detectors are adequately placed throughout the facilities and that proper testing & maintenance procedures are followed.

Testing requirements:

1. Testing shall be conducted on all newly installed smoke detectors & CO detectors to ensure proper operation.
2. All Department smoke detectors shall be tested and inspected every thirty (30) days to ensure proper operation.
3. All Department CO detectors shall be tested and inspected on a weekly basis to ensure proper operation.

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NOTE: Due to expirations of installed detectors and/or in the case where a unit fails and is replaced, it shall be the inspecting members responsibility to refer to the owner's manual for each detector type to adhere to the manufacture's recommendations.

TEST PROCEDURES

1. Test the smoke detector and CO detector by pressing the "test button" until the alarm sounds (due to the possibility of multiple manufactures of detectors always refer to the "Owners Manual Recommendations).
2. If an alarm doesn't sound within 10 seconds, check the battery and test it again. If it still fails to operate have it replaced immediately (due to the possibility of multiple manufactures of detectors always refer to the "Owners Manual Recommendations).
3. If the alarm begins to beep once per minute (chirping), the detector's battery is weak and should be replaced immediately (due to the possibility of multiple manufactures of detectors always refer to the "Owners Manual Recommendations).

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MAINTENANCE OF DETECTORS

1. Batteries shall be replaced twice a year in every smoke detector & Carbon Monoxide detector. Once in the month of January and once in the month of July to ensure continuous operation. If a battery becomes weak or fails to operate, the battery shall be replaced immediately.
2. When batteries are replaced each smoke and CO detector lid shall be opened and vacuumed to remove any dust accumulation. **Remove battery before any cleaning takes place.**
3. Replace the battery once all cleaning is complete.

DETECTOR REPLACEMENT

Smoke and/or CO detector replacement shall be conducted if any of the following reasons exist:

1. Once every 10 years or per the manufacture's recommendations.
2. Detector sustains visible damage such as chips, chemical damage, dents, cracks, etc.



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3. Smoke detectors if they become exposed to heavy smoke and/or fire conditions. CO detectors if they become exposed to a CO incident (see manufactures recommendations).

IDENTIFYING DETECTORS FOR RECORDS KEEPING

SMOKE DETECTORS – Shall be labeled (with a label) with serial numbers starting with “SD” indicating “Smoke Detector” followed by a three (3) digit number. These labels shall be visible without having to remove a unit to retrieve a serial number. These numbers will correspond with amount of smoke detectors installed within each department. An example of this would be SD-001 or SD-013. These serial numbers shall be listed in the “Master Inspection Log” to ensure monthly inspections occur.

CARBON MONOXIDE DETECTORS - Shall be labeled (with a label) with serial numbers starting with “COD” indicating “Carbon Monoxide Detector” followed by a three (3) digit number. These labels shall be visible without having to remove a unit to retrieve a serial number. These numbers will correspond with amount of CO detectors installed within each department. An example of this would be COD-001 or COD-013. These serial numbers shall be listed in the “Master Inspection Log” to ensure weekly inspections occur.

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DOCUMENTATION

All inspections shall be documented in the “Detector Inspection Log” as dictated by this policy. Smoke detectors shall be inspected & tested monthly and Carbon Monoxide detectors shall be tested and inspected weekly.

1. All detectors will have an individual inspection form with the listed information;
 - a. Serial number.
 - b. Type of detector i.e. Smoke and/or Carbon Monoxide detector.
 - c. Date of inspection/test
 - d. Signature of inspecting member.
 - e. Battery change information i.e. Date and person replacing battery.



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- f. Assigned department serial number which shall be visible without having to remove same.
 - g. A comments section where any issues or maintenance can be annotated.
 2. If a detector is replaced due to malfunction or the life of the unit expires the assigned department number shall remain the same.
 3. The "Detector Inspection Log" shall be maintained in the Computer Room to allow for easy assess and maintain control of department property.

RESPONSIBILITY

It shall be the responsibility of the Day Captain to coordinate and delegate inspection responsibilities to an assigned member(s) to ensure weekly and monthly inspections/testing procedures are adhered to. These responsibilities may be assigned to a full time member and/or volunteer member(s) under the following circumstances:

1. The member(s) has/have shown continuous dedication and reliability to the department. Reliability in this instance is defined as – a member whom has a designated duty night, which will require him/her to be present on a weekly basis. The member has a reputation for following through and completing assigned task to include the use of initiative. The member has no record of being habitually late and or absent from duty.
2. If a volunteer member(s) is/are assigned these task and they are not going to fulfill their obligation of inspecting and testing detectors for reasons such as vacation, sick, family issue, quit the department, work etc. it shall be the assigned members responsibility to coordinate with the Day Captain a replacement until they return or a permanent replacement if the need arises.

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The daily supervisor shall manage and ensure these critical inspections and tests are executed in accordance with this policy.