

FIRE EXTINGUISHER REQUEST PROCEDURES

Beginning on July 1, 2013, Carteret County Schools will use a revised process for the servicing of fire extinguishers.

When a facility has a fire extinguisher that needs any kind of servicing, this information will be communicated to the warehouse office INSTEAD of the school calling our service provider directly. A Fire Extinguisher Service Request Form will be used to request services to a fire extinguisher, and the form will be faxed to the warehouse office (728-7979).

For the following situations, the school will submit a Fire Extinguisher Service Request Form to the warehouse:

Recharging Extinguishers— When a custodian conducts the monthly inspection of Fire Extinguishers, or the Fire Marshal conducts inspections and finds an extinguisher's gauge is not in the green range, it needs to be **serviced**. Submit a FE Service Request Form to the warehouse, and place the FE in the school office for pick up. On the next delivery route, the route driver will drop off a replacement extinguisher and pick up the one that needs service. The "new" extinguisher dropped off will remain permanently at the school.

Discharged Extinguishers— If a Fire Extinguisher is used/discharged it will need to be serviced. Submit a FE Service Request Form to the warehouse, and place the FE in the school office for pick up. On the next delivery route, the route driver will drop off a replacement extinguisher and pick up the one that needs service. The "new" extinguisher dropped off will remain permanently at the school.

Missing Tags/ Pull Pins/Tamper Seals – If the pull pin, the pull pin tamper seal or the Inspection tag is missing from a fire extinguisher, you must notify the warehouse of the problem. We will have extra pull pins and the plastic tamper seals and will bring those to the school to correct the problem. If the inspection tag has been removed, we will drop off a replacement extinguisher and pick up the untagged one. Please be specific when reporting these problems on the FE Service Request Form.

The ONLY time that a school will need to put in a Work Order request regarding fire extinguishers will be in the following situations:

New Extinguishers - Schools must submit a WORK ORDER on Schooldude for all areas where an extinguisher **has not previously been located**. The Work Order Request must indicate building number, room number, and the stock number and type (see below) of extinguisher required. A maintenance person will be assigned to install the hanging board and fire extinguisher.

Unserviceable Extinguishers – When a extinguisher that has been identified by either the Fire Marshall or the A-1 Fire & Safety technician as no longer serviceable and requires **complete replacement**, rather than just needing to be serviced, the school will ensure the extinguisher is marked/tagged "Unserviceable". Schools must submit a WORK ORDER on Schooldude and state that a fire extinguisher is needed to replace an unserviceable one. The work order must include the type (see below) of FE being requested. When the new FE is delivered, the school will give the unserviceable extinguisher to the Maintenance Tech or Warehouse Delivery Driver when they deliver the replacement FE.

Missing Extinguishers – Schools MUST submit a WORK ORDER on Schooldude and state that a fire extinguisher is MISSING and needs to be replaced. The work order request must state the type (see below) of extinguisher that is missing, the room or area where it belongs, and the reason it's missing (if known).

Change of FE Type – If the wrong type of FE is in an area and needs to be changed, this change will be requested on a work order. (Example: a room with a 10 lb ABC is converted to a computer lab – the FE should be changed from an ABC type to a CO2 type)

Types of FE available:

#840078 Fire Extinguisher – ABC 10 LB (for use in all buildings)

#840077 Fire Extinguisher – CO2 5 LB (for use in Computer Rooms)

#840079 Fire Extinguisher – ABC 2.5 LB (for vehicles **only** – WCHS, Trans, Maint, CS)