

ANNUAL FIRE INSPECTIONS

REQUIRED RECORDS AND THIRD-PARTY INSPECTION RECORDS

The following documents must be provided to the OCM BOCES Safety Officer when conducting annual fire inspections, prior to inspection as applicable.

Last Year's Fire Inspection Report, if not performed by same Safety Officer/Inspector

Most recent record of completed Fire Drills for each building

Record of Annual Fire Alarm System Test/Inspection

Third-party Kitchen Hood Fire Suppression System Inspection and Testing within required six-month time frame.

Elevator Inspection records, i.e. third-party QEI certified vendor

Record of last Stage Curtain Fire Treatment within required five-year timeframe (each building); OR Documentation that curtains are “Intrinsically Fire Retardant”

Record of last Boiler Inspection within valid timeframe for each boiler/building

High pressure steam boilers (>15 psi):

Annual internal and external inspection.

Annual external inspection at approximately a 6 month interval from the internal inspection.

High pressure hot water boilers (> 160 psi):

Internal inspection - triennially.

External inspection - annually.

Low pressure boilers:

External inspection - biennially for boilers over 100,000 BTU/hour.

Internal inspection:

Steam (< or = 15 psi) - every 3 years.

Hot water (< or = 160 psi) - every 5 years.

Record of Testing/Weekly Run for Emergency Generator(s)

Record of Flushing for district owned Fire Hydrants and Testing of district owned Fire Pumps (pressure boosters)

Records of Annual Inspection, Testing, and Maintenance of Electrically Operated Partitions

Revised 1/09

Third-party Inspection, Testing of Sprinkler System and related Flushing Records