



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective March 22, 2004, Revised August 21, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.001

Subject: Maintenance of Fire Suppression Equipment


Purpose and Scope: To provide guidance in maintaining fire suppression equipment. Note: All work is to be done in accordance with the Standard as set out in NFPA #13.


Procedure: Before taking fire equipment out of service, plan the shutdown for a time when the facility is closed or at its lowest occupancy level. Have everything needed before impairing fire protection equipment; i.e., excavating, pipe plugs, repair parts and necessary personnel. Plan to use temporary fire protection, such as extra fire extinguishers, charged fire hose lines and temporary sprinkler protection. Setting up temporary sprinkler protection is particularly important during prolonged impairments. A 2-½ inch hose can run from the hydrant to the 2-inch drain. Notify the local Fire Department (Ferry Pass at 850-477-1747 or 595-3333) that the fire suppression in a particular building is secured for repairs and the date and time the system will return to service. Also make sure the building occupants of the planned impairment so they can prepare to handle any potential emergency. If the sprinkler system is restorable, either in whole or in part, assign someone to restore the system promptly in the event of a fire. After the impairment, promptly restore fire protection equipment to automatic service. If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser. Lock sprinkler valves in the open position. Reset the alarm system and notify the local Fire Department (Ferry Pass at 850-477-1747 or 595-3333) that the system is fully restored and operational. Notify building occupants that the fire protection system is fully operational.

No cutting or welding is permitted in a building during sprinkler system impairment.

Developed by: Facilities Maintenance

Approved by:

DocuSigned by:

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Anthony Fisher
Superintendent
Facilities Maintenance

DocuSigned by:

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Christopher Martin
Assistant Vice President
Facilities Management