

**TO: ALL COUNTY PERSONEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS  
(FDO)/ELECTRONIC SERVICES & SECURITY Division (ESS)**

**SUBJECT: FIRE SUPPRESSION EQUIPMENT MAINTENANCE**

**PPM#: CW-O-034**

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**ISSUE DATE**  
**January 26, 2023**

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**EFFECTIVE DATE**  
**January 26, 2023**

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**PURPOSE:**

To delineate the procedures to be followed when general service or preventive maintenance work is performed on fire suppression systems in County-owned and leased buildings.

**UPDATES:**

Future updates to this PPM are the responsibility of the FDO Director.

**AUTHORITY:**

- National Fire Protection Association (NFPA) 11, 17, 17A, 25 and 72, as may be amended.
- Chapter 633, Fire Prevention & Control, Florida Statutes,, as may be amended.
- 29 C.F.R, Subt. B, Ch. XVII, Pt. 1910, Occupational Safety and Health Standards, , as may be amended.

**DEFINITIONS:**

**Alarm Monitoring System** - A system designed to annunciate or provide notification of a system alarm.

**Authority Having Jurisdiction** – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**Deluge systems** - Automatic water- based wet pipe system with a manual control to initiate water flow.

**Dry-pipe (chemical) sprinkler systems** - An automatic chemical suppression system that requires the activation of two fire alarm system monitored devices to alarm to initiate the flow of chemicals.

**ESS** – FDO Department, Electronic Services and Security Division.

**Fire-pump** - A water pumping system to supply calculated water pressure for a Wet Pipe Sprinkler System.

**FMD** - FDO Department, Facilities Management Division.

**Foam Generator** - A suppression type system connected to the building fire alarm sprinkler system that when activated produces foam used for smothering a fire.

**Pre-action sprinkler systems** - Automatic water- based system with dry piping requiring the activation of two fire alarm system monitored devices to alarm to initiate the flow of water.

**Wet-pipe sprinkler systems** - Automatic water- based wet pipe system with heat rated heads.

**POLICY:**

It is the County’s policy that equipment for all fire suppression systems are regularly maintained and tested to meet or exceed NFPA 25 and 72 code requirements. ESS shall provide direction and set guidelines to be followed for preventive maintenance and service of all fire suppression system components under ESS jurisdiction.

**APPLICATION:**

In County-owned buildings, Kitchen Hood Ansul, Backflow Preventers and handheld fire extinguisher types A, B, C and D are exempt from this PPM, and preventive maintenance and service responsibility for these items resides with the Facilities Management Division.

In leased buildings, responsibility for management and maintenance of all fire system components will be defined by the conditions within the lease agreement.

1. ESS will be responsible for managing/renewing the service contracts allowing the work to be performed.
2. An NFPA-trained ESS staff member will be responsible for defining the type and frequency of preventive maintenance to be performed for each fire suppression system component.

3. FMD will be responsible for creating the service schedule in accordance with the preventive maintenance guidelines.
4. FMD will be responsible for executing the preventive maintenance work according to the service schedule.
5. Prior to the start of any planned work, ESS/FMD shall notify building occupants and develop a contingency plan to mitigate a fire emergency during the out-of-service time frame.
6. ESS/FMD shall maintain documentation on all work completed.

**PROCEDURES:**

1. ESS will review and update all service contracts associated with fire suppression system and components on or before December 31<sup>st</sup>, annually.
2. An NFPA-trained ESS staff member will provide FMD with updated preventive maintenance service requirements for all fire suppression systems and components on or before December 31<sup>st</sup>, annually.
3. FMD will schedule, coordinate and execute preventive maintenance services for all non-electronic fire suppression system components on or before December 31<sup>st</sup> annually.
  - a. FMD will contact the service provider and schedule a service date.
  - b. FMD will notify ESS of scheduled service and identify the type of service being performed.
  - c. FMD will contact ESS the morning of the scheduled service to have the system put in test mode. If disabling the system is required, FMD will request dispatch of an ESS technician.
  - d. FMD and ESS will assist the service provider as needed ensuring that all sources of alarm activation have been disabled before work begins. Once the system has been prepared for service, the service provider will be permitted to proceed.

The fire sprinkler system shall remain disabled for the duration (one day service only). In the event the fire sprinkler system remains out of service longer than 4- hours, FMD will notify ESS to provide notification to the Authority Having Jurisdiction and initiate a fire watch.

- e. Upon completion of the service, FMD and ESS will assist the service provider in restoring the system. ESS will return the Alarm Monitoring Service back to normal operation.



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**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

PPM# CW-O-34, effective 8/1/90  
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