

CENTRAL CARE POLICY INSPECTIONS OF FIRE EXTINGUISHERS AND SMOKE DETECTORS

SUBJECT:	INSPECTIONS OF FIRE EXTINGUISHERS AND SMOKE DETECTORS
ANNUAL REVIEW MONTH:	June
RESPONSIBLE FOR REVIEW:	Director of Central Care
LAST REVISION DATE:	August 2010

PURPOSE: To ensure the “soundness” and operating status of all fire extinguishers and smoke detectors located in Central Care’s Community Homes.

PROCEDURE FOR FIRE EXTINGUISHERS:

- Once a month, staff will check all fire extinguishers for the following:
 1. The arrow on gauge is pointing to green.
 2. The pin is intact.
 3. The “last serviced” date on tag is current.
 4. Document this inspection with date and staff initial on tag.
- Staff will complete a fire extinguisher report and submit quarterly to supervisor. This report will be filed with the Director of Central Care. Copies will be placed in Disaster/Safety book at each site.

PROCEDURE FOR SMOKE DETECTORS:

- Once a month, staff will check all smoke detectors for the following:
 1. The smoke detector is “sound”-no broken areas, etc.
 2. The smoke detector makes a sound, beeping sound when red button is pushed.
- Staff will complete a smoke detector monthly and document on the Safety and Environment Report, the send to the supervisor. This report will be filed with the Director of Central Care and in Disaster/Safety book at each site.

APPROVED: _____ **TITLE:** Central Care Director **DATE:** _____
George Harris, LCSW