



**Facilities Operations
Policy Statement
SP-3
Fire Protection Valves**

1. **Purpose:** The purpose of this policy is to provide information on handling fire protection valves. Fire protection valves which are to be shut off for routine servicing or repair will be reported to the Safety Office 48 hours in advance of the scheduled shut-off. A shut-off tag will be used for all shut-offs. During weekends, holidays and after working hours, valve closings will be reported to the Campus Police.
2. **Locations:** The locations of all fire protection valves and post indicator valves are shown in a listing maintained by The Director of Maintenance & Operations, Steam Plant (CO03) and the Manager of Central Operations. The Director of Maintenance & Operations is responsible for ensuring the periodic inspection of each of these valves. All valves must be in the open position at all times and are to be safety wired and/or locked open. Area Managers and the Zone Supervisors will maintain listings and locations of valves under their areas of responsibility.
3. **Inspections:** Steam Plant (CO03) will inspect all valves and maintain a weekly/monthly inspection log as appropriate (NFPA25) noting open condition and any evidence of tampering or damage. Access to all valves must be immediately available and no materials or equipment shall be stored so as to block access. Any valves showing signs of tampering shall be reported to the Director of Maintenance & Operations immediately.
4. **Reports:** Weekly reports will be made by the Zone Supervisor to the Area Managers. Area Managers will report monthly to the M&O Director. Area Managers shall include a note within their monthly report to M&O that all valves were inspected and note any discrepancies and corrective action taken on Fire/Valve Inspections Form 001.

A handwritten signature in cursive script, appearing to read "L. Howell".

Laurance H. Howell, P.E.
Maintenance & Operations Director