

Title: Fire Protection Inventory Control	Guideline
Patient Age Group: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult	

DESCRIPTION/OVERVIEW

To establish process for controlling the inventory of fire protection devices and components as changes occur to fire protection systems

REFERENCES

NFPA 101: Life Safety Code, 2012 Edition
 The Joint Commission: Environment of Care Standards

AREAS OF RESPONSIBILITY

Life Safety/Fire Protection Department: Implements the Inventory Control process
 Life Safety Director: Overall oversight and implementation of the Inventory Control Process.
 Responsible for changes to process and also to ensure that all fire protection devices are accounted for

Planning and Construction Department: Responsible for sending any fire protection device/components changes to the Life Safety Department.

Facilities Department: Responsible for sending any fire protection device/components changes to the Life Safety Department.

GUIDELINE PROCEDURES

All changes to the inventory of fire protection systems are tracked by the Life Safety Department with the use of Inventory Control Sheets (See Attachment A). All inventory sheets are housed within the Life Safety Department Office and all changes to inventory are logged into the Inventory Control Sheet.

Changes to the inventory of fire protection systems include, but are not limited to:

1. Addition or removal of fire alarm system component devices/equipment
2. Addition or removal of fire sprinkler system component devices/equipment
3. Addition or removal of fire dampers, fire/smoke dampers
4. Addition or removal of portable fire extinguishers
5. Addition or removal of fire-rated doors, smoke-rated doors
6. Addition or removal of exit lighting and egress lighting

Changes may occur during a project or after the project is complete. Whenever a change to the inventory is anticipated, staff should ensure that the CONTRACTOR performing the change performs the following steps:

1. Contact the Life Safety Department by e-mail or phone to schedule an appointment to fill out the Inventory Control Sheet.
2. The Contractor should be prepared to fill in the following information about the anticipated change:
 - a. Name of the Contractor performing the change
 - b. Individual make the change (include licensure information and if the individual is certified by the manufacturer to make the change)
 - c. Project Owner
 - d. Project Name
 - e. Brief description of the work to be done that will create the inventory change
 - f. Anticipated date when the change will occur
 - g. Fire Protection System impacted and number of components being added or removed.
 - h. The current inventory number before the change occurs
 - i. The final inventory number after the change occurs
3. The Contractor and Life Safety Staff will meet to fill out the Inventory Control sheet to ensure that accurate inventory is maintained.

DEFINITIONS

Fire Protection Systems: Systems/Equipment specific to fighting, eliminating or minimizing fires and/or smoke within a building. These systems/equipment include, but are not limited to, Fire Alarm Systems, Fire Sprinkler Systems, Exit lighting, Egress Lighting, Fire Extinguishers, Kitchen Hood Extinguishing Systems, Fire and Smoke rated Walls, Fire and Smoke rated Doors, Fire Dampers, Fire/Smoke Dampers, Fire rated sliding or rolling doors, Smoke rated sliding or rolling doors, Carbon Dioxide or other fire extinguishing systems.

SUMMARY OF CHANGES

NONE

RESOURCES/TRAINING

(Training programs, classes, HSC offices, other University or HSC documentation, telephone numbers, and other sources of help completing forms or carrying out procedures.)

Resource/Dept	Contact Information
Life Safety Department	505.272.0713

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Director, Life Safety		
Consultant(s)	NONE		
Committee(s)	NONE		N/A
Official Approver	Director, Life Safety		Y
Official Signature	Shawn Mansfield	Date: 1.23.17	
Effective Date			1.23.17
Origination Date			1.23.17

ATTACHMENTS

Attachement A: Sample of Inventory Control Sheet

