

## Annual Preventative Maintenance Activities

	Yearly
Perform maintenance on all fire extinguishers, NFPA 10, 2002 edition 6.3.1	
Inspect automatic sprinkler system, NFPA 25, 2002 edition 5.2.1.1	
Replace fire damper fusible links and automatic sprinkler in kitchen hoods, NFPA 96, 2001 edition 11.2.4	
Test all battery operated emergency light fixtures for 90 minutes, NFPA 101, 2002 edition 7.9.3	
Trip temperature and pressure relieve valves on water heaters and boilers until water is clear. (Monthly if water quality conditions require)	
Inspect all water pumps for leaks and overheating. Lubricate as required.	
Clean exhaust vents and grilles.	
Inspect all electrical appliances for proper operation and cords for damage.	
Review and update emergency plans, NFPA 1, 2003 edition 10.9	
Conduct a tornado drill. This should be accomplished during the month of April or May.	
Replace batteries in all smoke detectors, NFPA 72, 2002 edition 10.4.7	
Inspect chimneys and vents, NFPA 211, 2003 edition 13.2 & 13.3	
Check all doors for proper operation (latching and no gaps between door and frame) NFPA 105, 2003 edition 5.2.1	
Train all staff on proper operation on emergency equipment (fire alarm system, fire extinguishers, sprinkler system, and kitchen hood extinguishment system)	
Clean dryer exhaust vent and dryer	

10/22/03 Board and Care Occupancies

Ensure power is disconnected from equipment prior to inspection and service.