



# **Audit Condition #6**

## **Sprinkler System Inspection**

### **Recommended Board Policy** **OSBIE Human Element Loss Prevention (H.E.L.P.) Program**

Automatic sprinklers are the best defense against fire. Although many older school buildings do not have sprinkler systems, as new schools are built, sprinkler systems are being installed. Like any other mechanical system, it needs to be inspected and tested regularly to ensure it is operating properly.

The following recommendations are made to provide guidelines to school boards in developing a Sprinkler Inspection program. An audit of board policy which shows a plan which meets these recommendations as a minimum will contribute towards the HELP risk management credit:

1. Documentation supporting sprinkler inspection and maintenance.
2. Sprinkler shutoff valves are locked in the full open position or are located in a secure locked room with controlled key access.
3. Recorded weekly visual inspections of sprinkler control valves.
4. Recorded quarterly tests of sprinkler flow alarms.