NMSU Fire Department

M E M O R A N D U M

DATE: July 14, 2014

TO: Glen Haubold, Associate VP

FROM: Johnny Carrillo, Fire Chief and Louis K. Huber, Deputy Fire Chief

SUBJECT: Compliance Statement for Fire Systems at NMSU

In order to clarify responsibility and maintain Fire Code compliance the NMSU Fire Department has developed and adopted a Compliance Statement Form for Fire Systems at NMSU and a Compliance Responsibility for Fire Alarm Systems at NMSU. The intent of these documents is to identify testing standards, methods of compliance, responsible party, organizational assistance, accepted forms and cost methods.

The following periodic testing and inspections will be required on buildings residing on NMSU main campus property.

- Fire Alarm System – annual testing/inspection

- Sprinkler testing/inspection – quarterly

- Standpipes inspection – quarterly

- Alternative Fire Extinguishing system – quarterly testing/inspection (Commercial kitchen hoods, Energen, Sapphire)

- Fire Pumps – quarterly testing/inspection

- Fire Extinguishers – annual inspection

- Emergency Exit Lighting – annual inspection

- Emergency Backup Generators – monthly testing/inspection

Facilities and Services (FS) will coordinate all prescribed work on Instructional and General (ING) designated buildings. At this time, those units currently doing so may elect to continue acquiring their own testing/inspections or they may coordinate through FS but the work must be documented on the prescribed form. For non – ING facilities, FS will develop an annual, fixed price cost for each test in your facility if you desire, and you may make that request through the NMSU Fire Department.

Approved forms will be available from the Fire Department's website (fire.nmsu.edu) after August 30, 2014. Only approved forms will be accepted. Forms are required to be submitted to the Fire Department upon completion of testing/inspections.

Please let us know if you have any questions or concerns.

Thank you.