

<b>TITLE: Fire Extinguishers, Automatic Fire Systems - Stove Hoods, Hoses, Recharges, &amp; Hydrostatic – Maintenance &amp; Testing</b>		Approved by County Auditor – Mark Yates
		Signature:
		Date Approved – M.Y. 3/15/00
Effective Date: 03/15/00	Commissioners Court Date Approved: 3/15/00	Page No: 1 of 1

**I. PURPOSE**

to identify individuals authorized for responsibilities on behalf of the County & Vendor assigned to perform all Fire Extinguisher & related system Maintenance & Testing.

**II. SCOPE**

this procedure applies to all Departments on Building related Fire Extinguisher – Services as previously specified.

**III. RESPONSIBILITY**

enforcement of policy all purchasing Dept. staff.

**IV. GENERAL**

The Building Maintenance Director will be responsible for coordinating all Building related Fire Extinguisher Services and Maintenance as needed.

Any Department requesting these services must contact the Building Maintenance Dept. and request these services, to ensure that the Building Maintenance Dept. has not already scheduled this with the Vendor. The Building Maintenance Dept. will make all arrangements with the Vendor performing these services and cover all P.O. concerns.

The Vendor performing these services must always be the Vendor as approved on Annual bid # 1430 by the Commissioners Court award at the bid prices specified.