

## 3-07-020 Pre-Fire Procedures - Fire Door Inspection



### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for ensuring that all fire doors and their locking mechanisms are inspected and operational.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ), specifically the Logistics sergeant, and the early morning shift watch commander.

### **ORDER:**

The early morning shift watch commander, or their designee, shall inspect the fire exit doors monthly. Any mechanical defects in the doors or their locking mechanisms shall be immediately reported for repair to Facilities Services Bureau personnel and logged on an inspection form. The stairwells and landings shall also be inspected for cleanliness and accumulation of debris.

It shall be the responsibility of the Logistics sergeant to maintain a file of the inspection forms for two (2) years and to ensure that repairs or cleaning requests are completed.



**Revision Date 06/01/2020**

**Revision Date 06/22/2017**

**Revision Date 01/11/2016**

**Revision Date 12/11/2008**

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