Here are some "**Best Practices"** that can be performed by your facilities or building maintenance staff to help mitigate future losses:

1. **HOUSE KEEPING** – Clearing and removal of all clutter, chemicals or any storage items located within any and all electrical, data or server rooms in your building(s).

2. **CEILING TILE REPLACEMENT –** Stained ceiling tiles were noted in several areas throughout the building. The roof should be inspected to insure there is not an active leak and the stained ceiling tile should be replaced. If the stained tiles are left installed this can delay detection of any new leaks and allow more extensive damage.

3. **ROOF DRAINS –** Several of the roof areas inspected were found to have water pooling and the roof drains blocked. The roof should be inspected to verify no damage has been done from pooling water, the drains need to clear, cleaned and if not in proper area for best water run off then they might need to be relocated. This should be done especially if there are various roof leaks.

4. **ELECTRICAL REPAIRS –** In several of the mechanical rooms there were electric junction boxes with missing covers. When a cover is not installed over the junction box this can allow for unwanted dust and access to electrical lines potentially starting a fire. This should be inspected, and deficiencies corrected by a licensed electrician.

5. **INFRARED THERMO SCANNING** - An IR scan will identify loose or deteriorated connections, detect over loading and other "invisible" problems that could lead to an unforeseen loss.

6. **FLOOR AND WALL PENETRATIONS –** In the building there were some areas in the electrical and mechanical rooms that the floor and wall penetrations need to be sealed up with an approved fire-stopping material. Sealing up the wall and floor penetrations helps to prevent the migration of a fire from one floor to another.

7. **FIRE PROTECTION EQUIPMENT INSPECTION, TESTING, AND MAINTENANCE PROGRAM –** Some of the fire protection systems at this facility are presently being inspected and tested on an annual basis by an outside contractor. To ensure proper operation of these systems at all times, it is recommended that testing and inspection of these systems be completed on a more frequent basis. The following items should be completed at the indicated intervals, as excerpted from NFPA 25, *Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems*:

   <u>WEEKLY</u>

   1. Visually check all sprinkler risers, control valves, and pressure gauges to ensure that all systems are in normal condition and that all control valves are fully opened.

   <u>MONTHLY</u>

   1. Visually check all fire extinguisher for gauges in operable range, physical damage, corrosion, or leakage in accordance with NFPA 10, *Standard for Portable Fire Extinguishers*.

   <u>QUARTERLY</u>

   1. Conduct a functional water flow alarm test on each sprinkler system verifying alarms are received locally and at the local fire department; and
   2. Perform a two inch main drain test on all sprinkler risers including the recording of the static and residual pressures.

   <u>ANNUALLY</u>

   1. Inspect all fire department connections;

2. Inspect sprinklers for signs of leakage, corrosion, paint, proper installation, and physical damage; and
3. Lubricate and exercise all fire protection valves that are 2 ½ inches in size or larger. This includes the private fire hydrants on site.

Written documentation of the fire protection equipment inspection, testing, and maintenance related items should be filed on site and be reviewed by management with any necessary corrective actions being taken to correct any problems.