

# 2020 Best Practices Proposal Form



Completed proposals are to be submitted to  
Ronda Reece, Chair, SACUBO Best Practices Committee, [info@sacubo.org](mailto:info@sacubo.org)  
The deadline is October 11, 2019.

**Best Practices Submission:**

**Title:** Running An Effective Fire Extinguisher Maintenance Program At UGA

**Primary\* Contact Information:**

*The primary contact must be a SACUBO member institution of higher education.*

Institution: University of Georgia

Address1: 240A Riverbend Rd

Address2:

City: Athens

State/Prov: GA

Zip Code: 30602

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name: Christina Middle Name/Initial: M Last Name: Tornambe

Suffix (Jr, III, etc.)

Professional Title: Fire Extinguisher Coordinator

Email: tornambe@uga.edu

Phone: 706-542-7234

Fax: 706-542-0108

\*Additional team contacts may be listed at the bottom of this form.

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## Institution Information:

Institution:

Research  Comprehensive/Doctorate  Small Institutions  Community College

Year Founded: 1785

Geographical Location: Athens, Georgia

Number of Students: 39,000

Website: uga.edu

## Statement of the Problem:

*Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.*

The University of Georgia Environmental Safety Division (ESD) must ensure that almost 10,000 Fire Extinguishers (FEs) and 200 Automated External Defibrillators (AEDs), located in 476 buildings comprising nearly 18 million square feet of space, are readily available and always remain in good working condition, to provide a safe environment for students, staff/faculty and visitors. The challenge begins with inspecting these 10,000 fire extinguishers once every 30 days. Coordinating the efforts to satisfy these challenges is driven by State and Federal life safety codes as well as the National Fire Protection Association standards (NFPA 10). In addition to the monthly inspections, ESD is required to have a more thorough annual maintenance inspection performed on each FE by a certified technician. Inconsistencies in performing and documenting such a large number of inspections with limited resources was a problem for the ESD's Fire Safety Program.

## Identify the Solution (250-words maximum):

*Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.*

In 2015, the Fire Safety Program Manager began to consider alternatives for enhancing the FE inspection program. An informal survey of practices at peer and aspirational institutions was conducted which resulting in the decision to re-purpose an existing FE inspector position into a coordinator of a student worker based inspection program. In 2016, we began efforts to secure a budget to support these efforts. By leveraging an existing electronic chemical tracking system called Chematix, we were able to enhance the system capabilities to also track and provide reports on the status of our FEs and AEDs. We placed unique equipment and location barcodes on all FEs and AEDs and populated the Chematix database with the information. An annual maintenance inspection schedule was developed to provide an effective time management tool. The campus was divided into territories according to location and number of FEs in each building. Fifteen students were hired and trained to perform the monthly inspections and

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scanning procedures. A monthly tracking document was created for the students that allowed the entire team to communicate on what was in progress and what had been completed monthly. This facilitated a team approach to accomplishment of the overall goal to inspect each FE every month. For locations with limited access, we trained the staff to perform their own inspections and report the findings to us. With everyone working together it inspires a level of accountability and desire to provide a safe environment here at UGA.

## **Implementation Timeline:**

*Provide a bulleted list of the steps and implementation timeline of your best practice solution.*

1. Design the software to track fire extinguishers (FE's) and AED's
2. Place barcodes on all FE's, AED's and locatons
3. Data entry of all the information on barcodes and service records
4. Prepare spreadsheet calendar for annual maintenance inspections
5. Divide and develop territories according to locaton and number of FE's
6. Hire and train student workers
7. Develop communication and tracking sheet
8. Work with aspiration to establish 100% productivity

## **Benefits & Retrospect:**

*Provide a brief statement of the benefits achieved by implementing the best practice solution.*

The goal of each and every one of ESD's programs is to provide a safe environment for all UGA students, staff, faculty, and visitors. Through exceptional teamwork leveraging different talents and abilities, we are now able to meet State and Federal fire code regulations that are set in the NFPA 10 and ensure the large number of FEs and AEDs on our campus are serviceable and available if needed to respond to an emergency. Our team is a well-oiled machine that works together to accomplish our goal of safety and compliance. Through this program, we have increased the awareness of FEs and AEDs on campus and have moved beyond simply improving and ensuring safety on campus. Because of this program, many faculty, staff, and students now see FEs and AEDs as a valuable piece of life-saving equipment, not just an implement hanging on the wall.

## **Additional Team Contact Information:**

### **Additional Contact #2:**

Institution: University of Georgia

Address1: 240A Riverbend Rd

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Address2:

City: Athens

State/Prov: GA

Zip Code: 30602

Institution:

Research  Comprehensive/Doctorate  Small Institutions  Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name: Russell

Middle Name/Initial:

Last Name: Dukes

Suffix (Jr, III, etc.)

Professional Title: Fire Safety Manager

Email : rddukes@uga.edu

Phone: 706-542-5801

Fax: 706-542-0108

## **Additional Contact #3:**

Institution: University of Georgia

Address1: 240A Riverbend Rd

Address2:

City: Athens

State/Prov: GA

Zip Code: 30602

Institution:

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Research  Comprehensive/Doctorate  Small Institutions  Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name:

Middle Name/Initial:

Last Name:

Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone:

Fax:

## **Additional Contact #4:**

Institution:

Address1:

Address2:

City:

State/Prov:

Zip Code:

Institution:

Research  Comprehensive/Doctorate  Small Institutions  Community College

Salutation:  Prof.  Dr.  Mr.  Mrs.  Ms.

First Name:

Middle Name/Initial:

Last Name:

Suffix (Jr, III, etc.)

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Professional Title:

Email :

Phone:

Fax:

*Form: Updated July 1, 2019*