

JERRY GIST, MAYOR



TOM WINBUSH, DIRECTOR

## MEMORANDUM

### POLICY/ PROCEDURE CHANGE

From: Ben Smith      Building/ Fire Inspector  
Tom Winbush      Building Official

Date: June 29, 2015

Subject: Hood/Suppression Test

Effective Date: Immediately

All mechanical hood/suppression systems must first be pre-tested by installing contractors prior to requesting an inspection from the Building Dept. A pre-test inspection form must be filled out, signed and posted on the hood system and left until inspection is complete. Pre-Test forms can be obtained at the Building Dept.

Inspections must be requested 48 hours in advance of date of inspection. All sub-contractors associated with the hood/suppression system must be on site for inspection, including but not limited to; mechanical, suppression, electrical, gas, fire alarm, general contractor and a representative of the cooking equipment or someone qualified to start up equipment. Upon arrival of inspectors, if system is not ready to be tested or a sub-contractor is not on site within 15 minutes, the inspection will be rejected and a re-inspection must be rescheduled with a 48 hour notice.

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## Hood /Suppression Pre-Test Form

This is to certify that the hood/suppression system has been pre-tested and all functions of the system have been installed according to the drawings and the current adopted code and perform the required functions needed to pass inspection.

Address: \_\_\_\_\_

Date of Pre-Test: \_\_\_\_\_

Signature of Contractors:

Mechanical: \_\_\_\_\_ Suppression: \_\_\_\_\_

Electrical: \_\_\_\_\_ Gas: \_\_\_\_\_

Fire Alarm: \_\_\_\_\_ General Contractor: \_\_\_\_\_