



4 May 2018

MEMORANDUM NO. 223

Series of 2018

T O : **Dr. Remberto A. Patindol** **VP for Administration and Finance**
 Engr. Celso F. Gumaod **Head, Security and Safety Officer**
 Ms. Alicia M. Flores **Head, SPMO**

R E : **Provision of Portable Operable Fire Extinguishers in all VSU buildings**

It has come to the attention of this office that some existing fire extinguishers are non-operable and/or expired already. The VSU administration values the importance of this fire fighting device to control incipient fires in an emergency situation preventing it from becoming a huge one, thereby, playing a critical role in the safety of human lives and properties.

In this regard, you are directed to do coordination in the inspection and ensuring that all buildings of the VSU campus are provided with portable and operable fire extinguishers.

It is expected that the general requirements set in Rule 1944.05 (Portable Extinguisher) of DOLE's Occupational Safety and Health Standards shall be complied, *to wit*:

- a) all places of employment, including those where automatic-sprinkler protection system is installed, shall be provided with portable fire extinguishers for protection against incipient fires;
- b) portable extinguishers shall be maintained in fully charged and operable condition and kept in their designated places at all times when not in use;
- c) approved fire extinguishers shall be used;
- d) extinguishers shall be installed on hangers or brackets conspicuously located in unobstructed areas readily accessible in the event of fire;
- e) extinguishers having gross weight not exceeding 18 kilograms shall be installed so that the top is not more than 1.5 meter above the floor. Those exceeding 18 kgs., except wheeled types, shall be installed not more than 1 m. above the floor.
- f) extinguishers shall be inspected monthly or at more frequent intervals when circumstances require to ensure they are in their designated places, to determine physical damages and that they are in good operable condition;
- g) at regular intervals of not more than one year, or when specifically indicated by an inspection, extinguishers shall be thoroughly examined, recharged or repaired; and
- h) on the place where extinguishers are located, the type and use of the extinguishers and instructions on its proper use shall be marked in visible and easily readable letters.

Further, you shall submit status report and recommendations to this office on or before May 21, 2018.

For your compliance.


EDGARDO E. TULIN
President