

## Property Conservation Program

**Housekeeping:** Cleanup of facilities should be performed on a daily and weekly basis. Conduct a comprehensive cleanup and implement a process that incorporates 15-20 minutes of cleanup at the end of each shift. At the end of each week, a thorough cleanup of the facility should be done. By utilizing this approach, housekeeping will be simplified. Attention to detail is critical. Repairing leaks in a timely fashion will help minimize the number of man-hours required.

**Hot Work Permit Program:** A fully functional hot work permit program is critical. Repairs are a natural part of the wood products industry. Although a good hot work permit program will not guarantee that no fires will occur, the likelihood of major damage is greatly reduced. Hot work permits are available at no additional charge to Continental Underwriters' customers.

**Electrical Maintenance:** Electrical wiring should be in rigid conduit. Deficiencies should be identified for timely repairs. No exposed wires should be present. The use of extension cords should be for temporary use only.

**Preventative Maintenance:** For each piece of equipment, there should be a documented PM Program that meets or exceeds the manufacturer's requirements. A documented program can be as complex as a computerized program that provides work orders or as simple as a checklist on a clipboard.

**Thermographic Scans:** For heavy manufacturing facilities, such as sawmills, thermographic scans should be conducted annually by a Level 2 Thermographer. Thermographic scans are a great electrical preventative maintenance tool that identifies hot spots before they become a major issue. Typically, thermographic scans should cost around \$1025/day. We can assist you in contacting a qualified provider.

**Smoking** – A written smoking policy must exist that requires employees to smoke only in designated areas. Acceptable designated areas are located outside of all buildings, equipped with butt cans and fire extinguishers. Uncontrolled smoking outside of designated areas should never be allowed.

### **Maintenance of Fire Protection Equipment** (where applicable)

**Fire Extinguishers:** Fire extinguishers should be checked monthly and annually. The monthly checks can be done by an in-house person. The back of the tag allows for dating and initialing to provide documentation. Annual inspections are required to be conducted by a licensed contractor.

**Sprinkler Systems:** Sprinkler systems should be checked weekly and annually. Weekly checks can be completed by a designated employee. This would include all control valves and gauges. These checks should be documented. Annual inspections are required to be conducted by a qualified, licensed, contractor. Annual inspection reports should be kept on file and a copy sent to Continental Underwriters for our file.

**Spark Suppression Systems:** Spark suppression systems should be inspected and maintained per the manufacturer's recommendations and documented accordingly. In-house personnel should check the control panel each day to ensure no issues are present.

**Fire Pumps:** Fire pumps should be operated on a weekly basis with documentation. Diesel fire pumps should run for 30 minutes, cranked on each set of batteries, and a final crank on pressure drop. Electric fire pumps should be run for 10 minutes each week.

**Fire Protection System Impairment:** Your property insurance carrier must be notified when a fire protection system is taken out of service. Applicable impairment forms will be provided by the insurance company.

**Pre-Fire Plans:** Coordinating with your local fire department to formalize pre-fire plans should be done annually. This helps familiarize emergency personnel to the layout of the facility, locations of hazards, locations of water sources, and where apparatuses can and cannot be parked.

**Maintenance of Air Compressors and Hydraulic Systems:** Keeping these systems clean and cool is critical. Leaks should be repaired promptly. The heat exchangers should be kept clean to allow for proper air movement to cool the oil in the systems. If an overheating situation is reoccurring, check for ventilation in the area, dirty heat exchangers, and/or if service of the unit is due.

**Dust Management Systems:** Typical arrangements will include cyclones, bag houses, silos, and truck loadout bins. Bag house fires/explosions are not uncommon. Basic protection includes explosion venting, backdraft dampers, and a manual or automatic sprinkler system. For units returning air back into the building, the units should also be equipped with a high-speed abort gate interlocked with a spark suppression system. Dry storage bins and silos should have a means to, at a very minimum, get water inside the unit from the ground level; this can be manual or automatic.

**Standard Watch Service or Supervisory Systems:** If the property has sprinkler protection, it is recommended that the systems be monitored by UL Listed monitoring company that will notify emergency personnel and designated employees. An alternative is standard watch service that has a guard or designated person conducting documented rounds each hour in unoccupied areas.

**Self-Inspections:** Properly identifying hazards and scheduling repairs/corrections is vital to prevent accidents, fires, down time, and possible fines by OSHA. Self-inspections should be conducted at least monthly. Forms for documentation should be created to fit the specific facility. Sample forms are available upon request.