

Fire Alarm Service Requirements - Users Responsibilities

As the person responsible for the fire alarm system within your premises, we would like to inform you on major changes to the Users Responsibilities - for the correct care and maintenance of your Fire Alarm

System, these requirements can be broken down under the following headings, Daily Responsibilities, Weekly Responsibilities, Quarterly Responsibilities & Yearly Responsibilities

Daily Inspection (Responsible Person)

1. Check that the Green Power On indicator is lit.
2. Inspect for any Fault Indicator lit on the panel or sounders sounding.
3. Inform the designated responsible person of any fault and log the event with in the Fire Alarm Log Book.
4. In buildings not in continuous or daily occupation it may not be practicable to carry out the check every day. In such circumstances the checks should be carried out on each occasion that the building is used.

Weekly Test (Responsible Person)

1. Ensure that all Indicator Lamps are working according to the instructions provided with the panel and check that the internal sounder operates.
2. Operate a Call Point or Detector to test the system.
3. Check that the sounders operate. (Reset the Fire Alarm Panel).
4. Each week choose a different zone in rotation so that each zone is tested at least quarterly.
5. Remember to use a different Call Point or Detector for each test, so that way, all Call Points are tested in rotation.
6. Check all Call Points and Detectors and ensure that none are obstructed in any way.
7. Always ensure to enter all test results into your Log Book.

Quarterly Test (Service Providers Responsibility)

1. The responsible person should ensure that every 3 month the following check are carried out by a competent person/Service Company
2. Check all previous log book entries and clarify that any remedial actions required have been taken.
3. Check the battery and its connections. (Batteries shall be replaced every 4 years to ensure correct operation)
4. Test 25% of the Fire Alarm System to ensure correct operation, rotating areas at each visit.
5. Remove Mains Supply and check that the batteries are capable of supplying the alarm sounders.
6. Particular attention should be made to areas where alterations to the system or structure have been carried out since last inspection
7. Any defects shall be recorded in the log book and reported to the responsible person, and actions should be taken to correct it on the instructions of the responsible person.

Annual Test (Service Providers Responsibility)

As above ensuring that at the yearly test you are testing the last 25% of the full system, thereby ensuring that the full 100% of the system has been checked in the previous 12 months.

Every 2 – 3 Years (Service Providers Responsibility)

Clean Smoke Detectors to ensure correct operation and freedom from false alarms.

(This would be an optional item, but we would strongly advise that this item be discussed with your service provider, as it will increase the life span of your equipment).

Special equipment isrequired for cleaning these devices