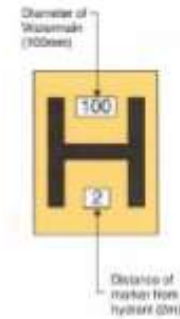
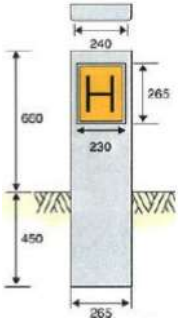


System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Portable fire extinguishers and fire hose reels I.S. EN 291 I.S. EN 671 Part 1 I.S. EN 671 Part 2 I.S. EN 671 Part 3, I.S. EN 3		All gaseous, foam water and powder extinguishing systems should be checked weekly. In particular, it should be ensured that: a) any pressure gauges are functioning correctly; b) all operating controls are both properly set and accessible; c) all indicators are functioning correctly; d) the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; e) the fire risk and its enclosure have not changed; f) the quantity of extinguishing medium is correct and for foam systems, the water supply is available and at the correct pressure.	All points at which portable fire extinguishers or hose reels are usually located. should be checked monthly Missing fire extinguishers or hose reels should be replaced immediately.(a risk assessment may recommend more frequent checks) Fire Hose reels should be visually inspected once a month. In particular, it should be ensured that there are no leaks and that drum assemblies are free to rotate on their spindles			All portable fire equipment (PFEs) shall be maintained in accordance with Clause 9 of I.S. 291 at intervals not exceeding 12+/- 1 month. All fire Hose Reel equipment shall be maintained in accordance with Clause 6 of I.S. EN 671 Part 3 annually. Every 5 years all fire hose reels shall be pressurized to maximum working pressure according to EN 671-1 and/or EN 671-2.



System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Smoke control systems for means of escape and fire-fighting BS 7346-8:2013 Smoke Control Association – Guidance on Smoke Control to Common Escape Routes in Apartments  		Actuation of the system should be simulated once a week. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc. NOTE On large multi-zone installations it might be acceptable, with agreement from the relevant authorities, to rotate the equipment tested so that a system is tested every week and individual items are operated at intervals of no more than three months.		The actuation of all smoke control systems should be simulated once every three months. All zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.		Every 12 months, in addition to the manufacturer's recommendation and weekly tests, the entire system should be tested by following the original acceptance test procedure. A test certificate should be issued.

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire hydrants/ Mains IS 391	Note: Periodic checks of the vicinity of all hydrants should be made to ensure that there is no obstruction impeding accessibility (for example, shrubbery) and that hydrant indicator plates are in position and clearly visible.				Arrangements should be made by the owners or the occupiers to ensure that, at least twice a year, maintenance is carried out on all private fire hydrants by a competent person. Periodic inspections should be made to ensure that flow and pressure supplies have not deteriorated.	



System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Standby Generators B.S. 9991 			Any standby generator should be started up once a month by simulating failure of the normal power supply, and allowed to energize the system for at least 1 h, while the system is monitored for any malfunctioning caused by the use of the generator. After restoring the normal supply, the charging arrangements for the generator starting battery should be tested, and the appropriate action should be taken if they are found not to be functioning correctly. In addition, the oil and coolant levels should be topped up and the fuel tanks filled.			

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire Doors BS 8214   					6 Monthly(biennially in the case of flat/apartment entrance doors) Door Leaf Does the door leaf sit against the door stop and is it free from distortion? If the door is veneered or lipped, is the glue still holding these products firmly in place? Is the door free from damage including dents and holes? Door Frame Is the door frame firmly attached to the wall? If a planted door stop is present, is it firmly attached? Is the frame to door leaf gap consistently 3mm? (tolerance of +/- 1mm) Door Closers Open the door to 5 degrees or 75mm. Does it close and engage with the latch? Is the closer correctly attached to the door and frame? Is the closer free from damage and not leaking? If unlatched, does the closer hold the door in line with the frame and intumescent seal? If hung in pairs, do they close in line if both opened and released together? Hold Open Devices (only electronically powered allowed) Does the hold open device release the door when required? Lock and Latch Does the latch hold the door firmly in place without rattling? Glazing and Glass Is the intumescent seal continuous and attached to the glass and bead? Are the glazing beads well attached to the frame and free from damage? Is the glass free from damage and cracking? If the glass has been replaced, is it fire rated glass? If glazing	

Fire Doors (continued)					panels are below 1500mm from the bottom of the door, is the glass safety glass? Threshold Gap Is there a consistent gap under the door that allows it to swing without touching the floor covering? Is the door to floor covering gap consistently 10mm or less when the door is closed? Intumescent/Smoke/Acoustic Seals Are intumescent seals in place? Are the seals well attached inside the groove in the frame or door leaf? Are the seals continuous around the frame? Are the seals free from damage? If you have a brush or fin type seal, is it free from damage? Hinges Are there a minimum of 3 hinges with all the screws fitted? Are all the screws the correct size? Are the hinges free from metal fragments and oil leakage, which are signs of wear? Are the hinges free from packing?	
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System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Emergency and panic escape doors I.S. EN 1125 	Note: The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked regularly for ease of operation and opening of the door. Weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.		To ensure performance the following routine checks should be undertaken at intervals of not more than one month (or the period recommended by the producer; a) Inspect and operate the panic exit device to ensure that all components are in a satisfactory working condition; using a force gauge, measure and record the operating forces to release the exit device. b) Ensure that the keeper(s) is (are) free from obstruction. c) Check that the panic exit device is lubricated in accordance with the producer's instructions. d) Check that no additional locking devices have been added to the door since its original installation. e) Check periodically that all components of the system are still correct in accordance with the list of approved components originally supplied with the system. f) Check periodically that the operating element is correctly tightened and, using a force gauge, measure the operating forces to release the exit device. Check that the operating forces have not changed significantly from the operating forces recorded when originally installed.			

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Dry/Wet Risers I.S 391 2020  					All fire mains should be inspected every six months. It should be ensured that: a) for wet mains: 1) booster pumps and their associated mechanical and electrical apparatus are functioning correctly; storage tanks are full of clean water	For dry fire mains, the tests in 7.3.1 to 7.3.2 and 7.3.5.1. of IS 391 should be carried out annually. For wet fire mains, the tests in 7.4.2.1 and 7.5.3.1.1 of IS 391 In addition the following checks, should be carried out a) internal cleanliness, condition and water level of storage tanks, including the operation of float valves and any water level alarms; b) booster pumps and their associated mechanical and electrical equipment; c) electrical supplies and equipment to prevent freezing; d) operation of system monitoring and alarms. Where pressure regulating valves are installed

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Firefighting Lift I.S. EN 81-72 		Operation of the firefighters lift switch to check the lift returns to the fire service access level, parks with its doors open and that the lift does not respond to landing calls. The lift should be connected to the fire detection system. Check to ensure that the lift responds to the instruction from the detection system.	Simulation of a failure of the primary power supply to check changeover to the secondary supply and operation from the secondary supply.		A full test of the firefighters lift operation from the firefighters lift switch and the fire detection system operation from the secondary power supply to check the full firefighting facilities including communication systems. This should check to ensure the lift can be driven to any required floor and that on arrival at a floor it only opens its door when instructed to do so and then stays at the floor with its doors open Checks of building related issues including measures to prevent water ingress into the lift well and/ or measures to address water ingress into the lift well and the operation of any pumps used to control the level of water in the lift pit. The lift maintenance contractor should also advise of any need to change components or parts of the lift to ensure the availability and reliability of the lift in the event of fire. Advise of any change in standards relating to lifts in service; particularly to lifts for operation in the event of fire.	

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire /Smoke Dampers I.S. EN 15650 				I.S. EN 15650 – Ventilation for buildings – Fire & motorised Smoke/Fire dampers Section 8.3 Note states: Regular testing /inspection should be undertaken to meet regulatory requirements, or at intervals not exceeding six months. A comprehensive example of the maintenance procedure is given in Annex D of the standard. Some automatic systems may allow more frequent testing (48 h or less) and this may be required by a national standard.		