

## Specified Systems List

### BUILDING MAINTENANCE RECORD

#### **Daily and Monthly** check must ensure where applicable that:

2 Automatic or Manual Warning System – Monthly check must ensure that:

- a) Fire alarm is audible throughout premises using test switch
- b) Call points are not obstructed and can be easily seen
- c) Call point glass is intact
- d) Call point signage is legible
- e) Report any faults immediately to contractor

3/1 Automatic Sliding Doors – Daily and Monthly check must ensure that:

- a) Doors open automatically when the power fails
- b) Doors open when eye beam is broken
- c) Doors in good condition and operates smoothly

3/2 Access Control Doors – Daily and Monthly check must ensure that:

- a) Doors are free from obstruction
- b) There are no unauthorized locking devices fitted to the door
- c) All door hardware is secure

3/3 Automatic Fire Doors or Windows - Monthly check must ensure that:

- a) Hold open devices work correctly and are in good order
- b) Doors are free from obstruction and able to close
- c) Doors have no damage
- d) Doors close and seal correctly to the latch position
- e) Priority closing device operates to allow the doors to close in correct order
- f) Doors do not bind on carpet or floor coverings
- g) Intumescent and smoke seals are not damaged or painted
- h) All hardware is secure
- i) Fire Door or Smoke Control Door signs are in place and legible

4 Emergency Lighting Systems (battery powered) – Monthly check must ensure that:

- a) Emergency lighting system operates correctly
- b) Operate emergency lighting system for 15 minutes
- c) Verify all emergency lights operate correctly
- d) Replace bulbs with the correct bulb as necessary
- e) Check once repaired
- f) Check battery charger and battery levels
- g) Any maintenance to be carried out immediately and recorded below
- h) Return to standby state with charger on

4 Luminescent Emergency Lighting Systems – Monthly check must ensure that:

- a) All products are clean from general dust build up and any other specific obscuring deposits
- b) All products are clearly visible and have not been covered up by carpet or other materials
- c) All products mark a clear path and have not been obstructed by physical hazards such as trolleys, machinery, partitions, etc
- d) All products are not loose and are fixed in place

14/2 System Signs - Monthly check must ensure that signage relating to the following is present, clear, and legible:

- a) Fire alarm call point instructions
- b) Fire Door and Door release signs
- c) Fire Hydrant signs
- d) Do not use lift in the event of a fire signs
- e) Audio loop signage
- f) Storage height limitation storage

15/2 Means of Escape – Daily and Monthly check must ensure that:

- a) Exit doors are free from obstruction
- b) Doors on escape routes are easy to open
- c) Keys are not required to open designated exit doors
- d) No storage of combustibles is permitted in exitways
- e) Check handrails on stairs (where applicable)
- f) No tripping hazards on escape routes

15/3 and 15/5 Fire and Smoke Separations - Monthly check must ensure that:

- a) Fire Separations on egress paths are intact not damaged
- b) Fire Door or Smoke Control Doors close to seal fully

15/4 Exit signage - Monthly check must ensure that:

- a) Exit signs are clear and free from obstruction
- b) Exit lights are all illuminated where applicable

