

## FIRE ALARM WEEKLY TESTING SCHEDULE

The Fire Alarm system to comply with statutory regulation are tested between 08:00 - 09:00 by the schools in house Maintenance Technicians

<b>MONDAY</b>	Connaught House Clement House NAB SAW
<b>TUESDAY</b>	Old Building Lional Robbins Building & Plaza cafe Cowdray House Sardinia House
<b>WEDNESDAY</b>	Portsmouth Street Kings and Lincolns Chambers George IV and Apartments (11:00) Lakatos Building 20 Kingsway 50 Lincolns Inn Field Sheffield Street CBG 35 Lincoln's Inn Fields
<b>THURSDAY</b>	Parish Hall 5 LIF Peacock Theatre 32 Lincolns Inn Fields
<b>FRIDAY</b>	St Clements Columbia House Garrick (07:30) Towers 1, 2 and 3 Marshall Building (44 LIF)

### **Weekly Test**

The weekly test is carried out by our in house Maintenance Technicians as per the above schedule. An Estates Maintenance Technicians will attend the building each week at the same designated time, and will conduct the weekly fire alarm test in accordance with the requirements laid out in British Standard BS 5839. A different manual call point will be used during each weekly test, so that all call points in the building are tested in rotation. The test will confirm that the control equipment is capable of processing a fire alarm signal and providing an output to fire alarm sounders and to ensure that the fire alarm signal is correctly received at our Main Security control room.

### **Fire Alarm Servicing & Maintenance**

The servicing of fire detections systems is carried out on a quarterly basis as recommended in the British Standards Code of Practice BS 5839 & BS 5306. The fire alarm servicing involves the periodic testing and inspection of all the key components of your fire alarm system, including fire sensors, smoke alarms, manual call points, bells, and sounders. All the certification and testing results are filed in the fire log books located in each building. This servicing is programme in for out of hours ( advance notification given) or the same schedule as the weekly testing.