



FIRE ALARM TEST – use the fire alarm control panel in the main entrance lobby.
AUXILIARY CONTROL PANELS in the meeting room lobby and social room are for fire service use only – no checks req'd.
 To reduce the time the alarm sounds during testing ideally 2 people are required.

- Person 1 stands at the Fire alarm Control Panel ready to key in **alt 514**, followed by **button 1 silence alarm**, followed by **button 2 reset alarm** as soon as the alarm is triggered.
- Person 2 visits a call point (break glass point) to insert and turn ¼ turn clockwise a plastic test key as shown into the provided keyhole in the break glass point casing. The alarm will sound if the test is a “satisfactory”.



Test one call point per week so all 5 get tested at least once every 5 weeks. **Note there are 2 call points in Zone 1**
 See **Fire Safety Procedure** document for **Location of Call Points**. **Close both roller shutters before testing**
DOOR RELEASE TEST

Activate and check for “satisfactory” operation, the “push to release” bar on each of the **5** emergency exits.

SMOKE & HEAT DETECTORS are tested 6-monthly by outside contractors

DATE	FIRE ALARM		DOOR RELEASES	REMEDIAL ACTION TAKEN	NAME AND/OR ORGANISATION OF PERSON CARRYING OUT TEST
	CALL POINT No.	SATISFACTORY YES/NO	SATISFACTORY YES/NO		