

FIRE SYSTEM SHUTDOWN FORM FIRELINK

SITE DETAILS

| | | | |
|-------------------------|-------------------|-------------------|------------|
| BUILDING NAME | | CONTACT NAME | |
| ADDRESS | | DATE: | |
| SUBURB & CITY | | TIME: | |
| PFA NUMBER | | AREA AFFECTED | |
| ZONE AFFECTED | | POINT AFFECTED | |
| TYPE OF DEVICE ISOLATED | | WATER OFF? | |
| SPRINKLER 4541 | SPRINKLER 4515 | FIREALARM 4512 | RISER 4510 |

Instructions Important

- NZ Standards 4541 & 4516 (Sprinkler Systems) require "OWNERS APPROVAL" and notification to NZ Fire Service, Insurance Council and building insurers prior to a fire sprinkler shutdown.
- NZ Standard 4512 (Fire detection and alarm systems) requires "OWNERS APPROVAL", and for owners to **notify their insurers** if the systems are isolated for more than 12 hours.

| | | | | | |
|---------------------------------|--|--------------------|--|---------------------|--|
| SHUTDOWN DATE | | SHUTDOWN TIME | | REINSTATEMENT DAILY | |
| REINSTATEMENT DATE | | REINSTATEMENT TIME | | CONTINUOUS SHUTDOWN | |
| MAINTENANCE WORK ISOLATION | | | | TICK HERE | |
| ISOLATION DUE TO DAMAGE | | | | TICK HERE | |
| ISOLATION DUE TO BUILDING WORKS | | | | TICK HERE | |

Service Agent Company name:

Signature:

"OWNERS" please sign your approval of this shutdown of this form and return to fax:

| | | |
|-------|-------------------|---------------------------------|
| NAME: | OWNERS SIGNATURE: | Insurers notified? Y / N |
|-------|-------------------|---------------------------------|

OWNER SAFETY PRECAUTIONS FOR FIRE SYSTEM SHUTDOWN

Owner safety precautions for fire system shutdown

- Forbid smoking in the area affected by the fire system shutdown
- Stop hazardous processes
- Where sprinklers are installed ensure they are operative
- Ensure all smoke stop doors are closed
- Ensure Alarm Company can re-establish evacuation sounders if required
- Where other systems (lifts, air conditioning etc) are affected by shutdown, manual controls need to be checked
- Arrange to notify others who may use the building during the period of isolation
- Ensure building occupiers know to dial 111 for FIRE
- Detail FIRE WARDENS to patrol the effected area (one person per 1000m2) IN event of fire call 111. Fire Wardens should check extinguishers and hoses.
- No HOT WORK by any parties whilst the fire system is shutdown
- If your building has smoke detectors beware that any dust, heat & fumes from building works may activate your alarm
- Arrange a procedure with the contractor to get system restored quickly in emergency
- Ensure telephone operator and fire watch know how to call fire brigade to your premises
- Notify section heads of the need for special care and of the purpose and responsibility of fire watch
- Discuss with your insurer and contractor the provisions of a temporary water supply

Fax 09 3020324 Or email it to helpdesk@alarmnz.com ph 3030303