STANDARD OPERATING PROCEDURE- ACTIONS TO TAKE & LOG

Effective date: May 2023 ***Review date:*** May 2026

Created for: Crown Lodge Accommodation- Internal use only.

Purpose: Advice on what to do in the event of a fire for duty managers.

SHOULD ANY OF THE FOLLOWING ALARM ISSUES OCCUR, YOU MUST FOLLOW THE PROCEDURES BELOW FIRST.

PLEASE NOTE, BEFORE CALLING PETROS, YOU MUST FIRST CALL SEL 0208 988 1091 AT THE MAIN OFFICE DURING WORK HOURS 9-5PM

PROCEDURES

If you discover a FAULT:

1. Determine the reason for the fault to ascertain whether a patrol is needed.
2. Determine the fault.
3. If the determination is not identified, then check to determine fault is common and record outcome.
4. You must record this in your fire logbook.
5. Notify maintenance engineer Petros Komodikis <**maintainptech@gmail.com**>
6. **Or call Petros: 07939 344908 24hrs**
7. Engineer will be able to advise and instruct on what action to take when operating the control panel to help predetermine next outcome.

If you discover a FALSE ALARM:

1. You should treat false alarms as if it was a genuine fire, to ascertain the next action.
2. Try to identify the activated call point or detector before resetting the system.
3. Try to determine the reason for false alarm.
4. If you are unable to determine the reason, make notes to determine the area in question as this will help to review possibilities & log, record.
5. If it is determined that there is a particular pattern with a false alarm and you have followed the manual instructions on control panel, then you should contact engineer below:
6. **Ptech- Petros: 07939 344908**

1. To test smoke detectors. Aerosol smoke should be used & Heat detectors tested with hot air or gas.
2. Non-resettable heat detectors can be visually inspected.
3. All sounders should be tested as well.
4. Ionisation detectors that need replacing should be treated as radioactive materials and handle accordingly to manufacturers recommendations, and delt with by a competent engineer.
5. All component that could have been affected must be checked repaired and maintained accordingly.
6. All defects should be recorded and log accordingly in the fire logbook & corrective action to be taken.
7. Alarm batteries & chargers should also be inspected or changed if applicable.
8. Fault to wiring and cabling should be carried out by competent engineer when servicing.
9. Any alteration to the system **MUST** be logged and recorded.
10. Testing Certs always be held on site with Fire logbook.
11. All faults must be logged and recorded.