

SECTION 6

OTHER RECORDS

Records Index

Records relating to the following should be kept:

- K. Fire Alarms and Detectors
- L. Hose Reel Test - Contractor's Reports
- M. Fire Extinguisher Test- Contractor's Reports
- N. Register of highly flammable or toxic materials stored or used on the premises
- O. Fire Certificate/Premises Licence
- P. Evacuation - Accounting for Personnel
- Q. Sprinkler System
- R. Smoke Control System – Contractor's reports
- S. Medical Devices, for example EVAC Chairs
- T. Miscellaneous Contractors' Reports, for example Electronic Door Arrangements



FORM K

Fire Alarms and Detectors

Electrical fire alarms and detection equipment are the responsibility of Property Services. All premises with this equipment should have a maintenance contract that is arranged through Property Services. In general the contractors will service the equipment four times a year, though this will depend on the contractors the County Council is using. This service includes the inspection and testing of the alarm panel, break glass points, battery powered back up systems, as well as the servicing of any smoke detection equipment.

The Contractor's reports for the servicing of this equipment should be kept in this section of the Fire Log Book. Any defects found during health and safety inspections and testing of this equipment should be recorded on Form A and reported immediately to Property Services.

Under normal circumstances domestic smoke alarms are not found in county premises. However, if smoke alarms are fitted as a control measure for a specific fire hazard, appropriate arrangements for regular testing should be made in line with the manufacturer's guidance.

For any further advice on the operation of alarm systems or the procedures for reporting any defects, the establishment should contact the electrical engineers in Property Services.



FORM L

Hose Reel Test - Contractor's Reports

A contractor tests hose Reels annually. Copies of the contractor's records should be inserted in this section of the Fire Log Book.



FORM M

Fire Extinguisher Test - Contractor's Reports

This section should be used to retain records provided by the contractor used to carry out the annual inspection and maintenance of fire extinguishers. Signed copies of the contractor's records should be inserted in this section of the Fire Log Book.





FIRE LOG - FORM N

Register of Highly Flammable or Toxic Materials Stored or Used on the Premises

Material	Location	Maximum Quantity Stored or Used

FIRE LOG - FORM O

- Premises Licence

IRE LOG - FORM P

Evacuation - Accounting for Personnel

Name	Room Number	Accounted For	Last Known Location

FORM Q

Sprinkler System Test - Contractor's Reports

A competent person tests sprinkler systems quarterly, half yearly and annually. Copies of the contractor's records should be inserted in this section of the Fire Log Book.

FORM R

Smoke Control Systems - Contractor's Reports

Copies of the contractor's records should be inserted in this section of the Fire Log Book.

FORM S

Medical Devices, for example EVAC Chairs - Contractor's Reports

Copies of the contractor's records should be inserted in this section of the Fire Log Book.

FORM T

Miscellaneous Contractors' Reports, for example Electronic Door Arrangements

Copies of the contractor's records should be inserted in this section of the Fire Log Book.