

Basic Instructions for Owners Inspections

1/A Automatic Fire Sprinkler

IQP ONLY

Monthly Inspections as required By NZS 4515:1995 or NZS 4541:1996

2/C Emergency Warning System

"Fire Alarm System"

IQP ONLY

Inspections as required by NZS 4512:2003

3/B Automatic Fire Doors (Magnetic Hold Open Devices)

"Doors that close upon detection of smoke"

Owner Monthly

IQP Annual

Operate the Doors, either by the button on the hold open device or the adjacent "door release" switch (if fitted).

Check doors are free from any obstructions; Check for obvious signs of damage; Check doors close to the latch position and seal correctly & ensure that there are no gaps around the frame and that the door sits flush.

3/B Automatic Fire Doors

"Doors which close on fire and remain shut, such as sliding Fire Doors"

Owner Monthly

IQP Annual

Check doors close freely, and have no obstructions in their path. Check to see doors and frames are in good condition, and have no visible damage. Make sure no obstructions are hindering the operation of the fusible link.

3/J Automatic Sliding Doors

"Doors which open automatically such as sliding entry Doors"

Owner Monthly

IQP Annual

Check that doors open automatically and remain open on power failure. Discuss how the power failure should be simulated with your door manufacturer,

Or

Check that the doors are able to be pushed to a hinged open position on power failure. Discuss how this should be tested with your door manufacturer

3/J Access Controlled Doors

"Doors which are controlled by the security system"

Owner Monthly

IQP Annual

Check that the locked door responds to the "Emergency Door Release" switch fitted. Ensure that the locking mechanism is overridden by the release switch.

4/D Emergency Lighting Systems

"Lights that come on automatically when the power goes off, including usually lit exit signs"

Owner Monthly / Six Monthly

IQP Annual

CENTRAL PLANT SYSTEMS

"Systems comprising of a Centralised battery supply (usually wet-cell batteries and a trickle Charger) and a test facility"

Monthly:

Check Electrolyte Levels of Battery Cells, and top as necessary.
Operate System and ensure all Fittings operate, including Exit signs.
Ensure all lights and diffusers are clean and clear from obstruction

SELF CONTAINED SYSTEMS

"These systems have a power cell within each light fitting and often have a red LED light to show that they are receiving a charge when power is on"

Monthly or Six monthly if system is less than 10 years old:
Check operation of all fittings by using Test facility or circuit breaker marked "Emergency lighting" or similar.
Ensure all lights clean and clear from obstruction and remain lit for a minimum of 15minutes

*****RETURN SYSTEM TO STANDBY MODE IF NOT ON A TIMER*****

6/F Fire Service Riser Mains

Owner Monthly

IQP Annual

Monthly:

Check all outlets clear from obstructions and all signage clean and legible. Ensure straps are fitted, and no debris is stored around outlets or inlet on the outside of building. Ensure inlet door is clean, clear and undamaged

7/G Automatic Backflow Preventer IQP Annual inspection

8/H Lifts, Escalators IQP ONLY

9/I Heating, Ventilation or Air Conditioning Systems

IQP Monthly/Quarterly IQP Annual

Periodic checks as per New Zealand Standard,

11 Laboratory Fume Cupboards

IQP Annual

Annual Inspection as per New Zealand Building Code 1991

14/L & 19 Q Signs

Owner Monthly IQP Annual

Monthly:

Check all signs are still in place, they are clean, clear and legible. Ensure fixings are stable and repair if necessary.

15/M Means of Escape from Fire or other dangers

Owner Monthly IQP Annual

Monthly:

Check all safe paths (Exit routes which usually have smoke control doors) are clear from obstruction; remove any "wedges" or "chocks" holding smoke and fire doors open. Open all exit doors and check for obstacles/hazards (pushbikes, rubbish, cars parked behind door etc) ensure that no Padlocks or slide bolts have been fitted to exit doors. Check clear path is available at all times, including no objects which could fall and become a trip hazard. Ensure no storage in stairwells, and stairs are in good condition with no loose treads or nosings.

15/2 Final Exits and other Doors

Owner Monthly
IQP Annual

Monthly:

Check all doors in safe paths including the final doors out of the building. Ensure doors swing freely, are not binding, and are not obstructed. Ensure no additional locking devices have been fitted (Doors on egress paths must be able to be opened at all times without the use of a key) and that the access to the doors is not obstructed. Ensure doors to the outside are not likely to become obstructed, and FIRE EXIT – KEEP CLEAR signs are in place and undamaged.

15/3 Fire Separations

Owner Monthly
IQP Annual

Monthly:

Check Fire Doors and walls around egress paths are maintained in good order. Ensure tradespeople working on site have not damaged fire walls, and that fireproof insulation around cable ducts or pipes are in place. Check fire doors are not wedged open, or obstructed. Ensure Fire Doors close to the latch position, and are clearly signed.

15/4 Signs for communicating information intended to facilitate evacuation

Owner Monthly
IQP Annual

Monthly:

Check all Exits signs are in place, undamaged, and clearly visible. Check Fire Action notices are installed throughout the building to allow staff and visitors to be aware of the procedures for evacuation.

15/5 Smoke separations

Owner Monthly
IQP Annual

Monthly:

Check all smoke separations with particular attention to smoke control doors. Check seals around doors are undamaged, and doors close fully and seal

correctly. Ensure smoke control doors are not being wedged open, and are not obstructed, or prevented from closing freely by carpet or doorjambs.

16/N Safety Barriers

“Handrails, balustrades & anything that would stop you from falling more than a metre”

Owner 3 Monthly IQP Annual

3 Monthly:

Check all Barriers are secure and stable.

Ensure there are no fractures, splinters, or cracks. Ensure handrails are

No sharp or dangerous edges etc.

17/O Access and Facilities for people with Disabilities

“Car parking, Toilet facilities, Ramps etc”

Owner 6 Monthly IQP Annual

6 Monthly:

Check access is kept clear on all car parks, ramps and toilet facilities.

Check that signage is in place and legible for car parks, Ramps and toilets.

Check hand rails are secure and that a person using the ramp can freely manoeuvre into and within the building.

18/P Fire Hose Reels

Owner Monthly (include Extinguishers) IQP Annual

Monthly:

- Check access is kept clear from obstruction and that hose can be accessed
- Signage to locate Fire Equipment is in place and legible
- Instructions to use Fire Equipment is in place and legible
- Ensure Fire Equipment is not used for other purposes e.g. cleaning, watering etc
- Check that the nozzle is intact on the fire hose and that it moves freely.
- Check for pressure by making sure that the nozzle is closed, then open the isolating valve or tap, make sure there is no water leaking from hose reel, open the nozzle into a suitable container and to determine water pressure.
- Close nozzle, rewind hose in even layers and close isolating valve.
- De-pressurise the hose by opening the nozzle while it is directed downwards into a suitable container (you may need to “rock” the hose reel to release more water) then close nozzle.

- Check for obvious damage or corrosion to the hose reel and the cabinet door (if fitted in cabinet) which may adversely affect the operation of the hose reel.

*****MAKE SURE SYSTEM IS NOT LEAKING*****

Fire Extinguishers

Check:

- Accessible, securely mounted in assigned location & signage is visible
 - Anti tamper device / tie is intact
 - Operating instructions are clearly visible and service tag is in place
 - No obvious damage or corrosion
 - The discharge nozzle or hose is securely fastened and clear of obstructions
 - The Pressure indicator (if fitted) is visible and in the operational range
 - Confirm the annual inspection is current
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