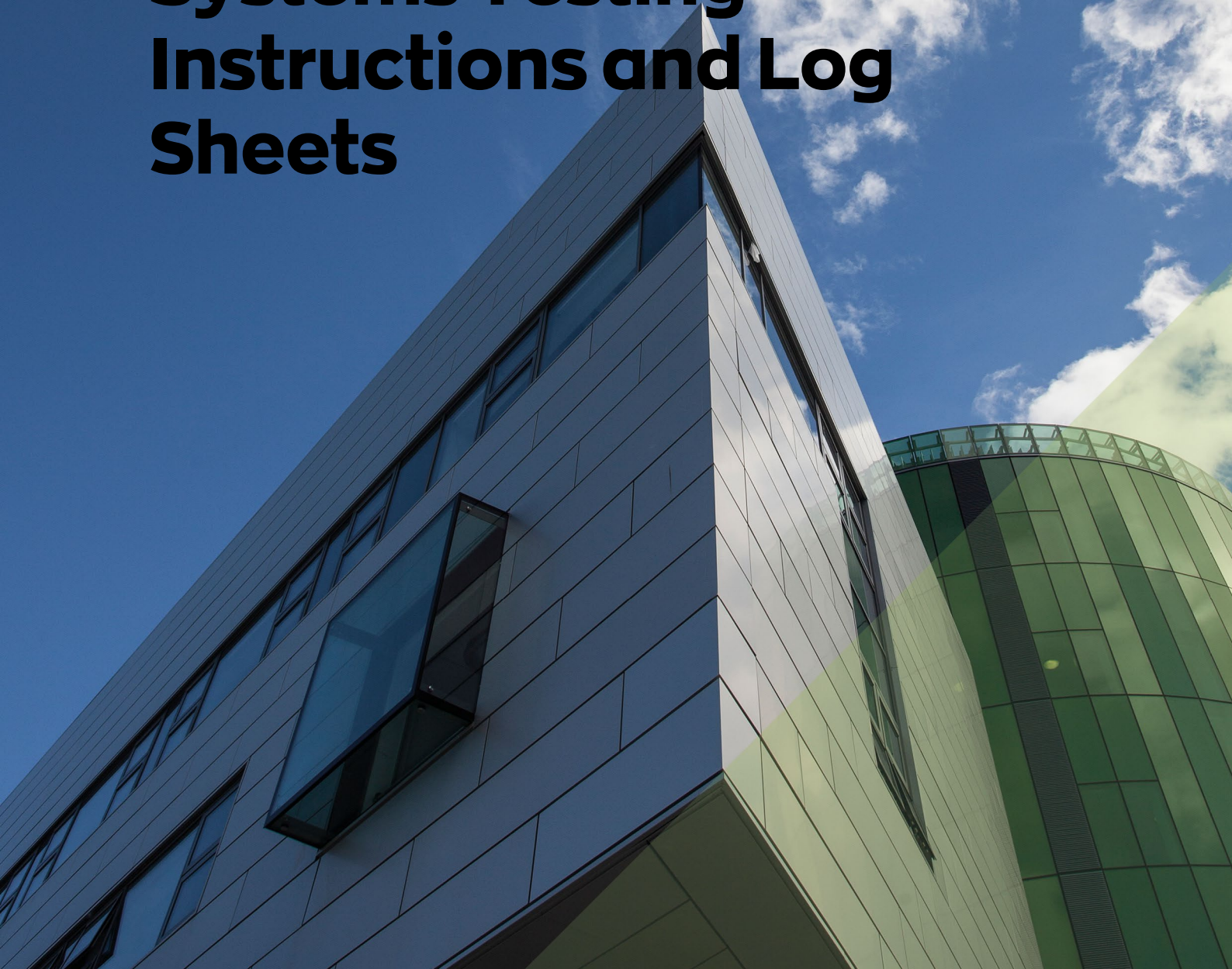




**ROBERT GORDON
UNIVERSITY ABERDEEN**

Fire Safety and Fire Risk Management Procedures, Fire Safety Systems Testing Instructions and Log Sheets



Approved By	Clinton Grant, Head of Occupational Health and Environmental Safety		
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Fire Safety and Fire Risk Management Procedures, Fire Safety Systems Testing Instructions and Log Sheets

1 Scope and Purpose

1.1 Scope

These Procedures cover all buildings owned, leased or otherwise under control of Robert Gordon University.

1.2 Purpose of Procedures

The purpose of these procedures is:

- To prevent accidental or wilful fires from starting within University grounds and the uncontrolled spread of such fires
- To ensure the safety and wellbeing of all staff, students and other persons who are on University grounds in event of a fire
- To minimise damage to University property in the event of fire, as far as possible without endangering lives
- To ensure compliance with existing fire safety legislation

Each person's primary responsibility in the event of a fire is their own safety. No person should deliberately or recklessly endanger themselves in an attempt to follow these Procedures or save the lives of others.

2 Basic Fire Prevention Methods

In order to prevent fire:

- All areas should be kept as clean and tidy as possible.
- Where possible, combustible materials will be separated from sources of ignition.
- Where possible, dangerous substances and compressed gases will be stored appropriately outwith main buildings.
- Where dangerous substances and compressed gases need to be stored in buildings, quantities should be minimised and they should be kept in locked storage areas.
- Action points identified by a Fire Safety Risk Assessment and subsequently agreed with management must be addressed within an agreed time scale. All existing health and safety procedures of Robert Gordon University and such safe systems of work relating to fire safety must be adhered to.

3 Fire Safety Risk Assessment

Each building will undergo a Fire Safety Risk Assessment which will be carried out by a member of the Occupational Health and Environmental Safety team or suitably trained appointed nominee. A schedule of Fire Safety Risk Assessments will be created by the Head of Occupational Health and Environmental Safety (Head of OHES), proportionate to the fire risk to the occupants, and reviewed as necessary.

Following each assessment, the Assessor will make recommendations for action. These recommendations will inform an action plan which should be agreed by the Head of OHES and management / budget holders involved in executing the plan. Progress on executing the Plan will be monitored by the Head of OHES who may then inform the Health and Safety Committee of any non-compliance.

A copy of each completed Fire Safety Risk Assessment will be retained by the Head of OHES for at least three years. Copies of completed Fire Safety Risk Assessments will be distributed to parties deemed appropriate by the Head of OHES and will normally include:

- The Director of Estates and Property Services
- Janitorial Services
- Manager / Residences Manager
- The relevant Head(s) of School/Department

It is their responsibility to complete the recommendations of the action plan within the agreed timescale.

4 Procurement, Testing and Maintenance of Fire-Fighting, Fire Evacuation and Fire Detection Equipment

4.1 Procurement of Fire Extinguishers

The Occupational Health and Environmental Safety department will determine the need for suitable fire-fighting equipment. Staff may report any defects in or missing fire-fighting appliances to the Estates Helpdesk and any requirements for new or additional fire extinguisher purchases must be approved by Estates and Property Services.

4.2 Testing and Maintenance

Janitorial Supervisors and Campus Support Supervisors will ensure that the fire alarm system, voice communication systems, fire curtains and shutters, fire door automatic release mechanisms, automatic and manual smoke controls and vents, escape routes and exits doors, fire resisting self-closing doors and fire-fighting lifts in the building(s) under their care are tested in accordance with the *Testing and Maintenance Frequency Chart* and *Fire Safety Systems Testing Instructions* (see Appendix). Any faults identified will be reported by e-mail to the Estates Helpdesk.

Estates and Property Services (via the Facilities Maintenance contractor or their nominated subcontractor) will ensure that the fire alarm system, voice communication systems, fire curtains and shutters, gaseous extinguishing systems, emergency escape lighting, fire door automatic release mechanisms, automatic and manual smoke controls and vents, compartment boundaries, cavity barriers, fire stopping, fire extinguishers,

dry risers, fire-fighting lifts and fire hydrants are tested in accordance with the *Testing and Maintenance Frequency Chart* and *Fire Safety Systems Testing Instructions* (see Appendix). Any faults identified will be reported to the Maintenance Contracts and Energy Manager.

4.3 Fire Log Book, Maintenance and Testing Records

Logs of the tests performed by the Janitorial and Campus Support Teams will be recorded in the Fire Log Book (and may be duplicated where records are required elsewhere for maintenance records).

Logs of the tests performed by the Facilities Maintenance Contractor or their nominated contractor will be held by the Facilities Maintenance Contractor.

Copies of all reports relating to the testing and maintenance of fire-fighting, detection and evacuation equipment must be retained for a minimum of three years.

5 Fire Alarm Activation and Investigation of Cause

5.1 Activation

The fire alarm may be activated should any emergency occur where the immediate evacuation of the building is required. Any person discovering a fire should activate the nearest fire alarm call point; evacuate the building and call the emergency services on (9)999. Once out of the building, this person should attempt to contact the Evacuation Co-ordinator to inform them of the reason for the activation.

5.2 Pre-alert Investigation Time Delay Period

As some buildings have fire alarm systems incorporating a high standard of automatic fire detection, good management and evacuation procedures, a pre-determined time delay of 3-4 minutes before the sounding of a building-wide audible alarm to allow for investigation of the actuation may be suitable. The following factors have to be taken into consideration:

- Time delays will only be implemented with agreement from the Estates and OHES departments.
- Time delays cannot be used during hours of building closure, which vary from location to location. The Receiving Centre will be instructed to call out the Scottish Fire and Rescue Service during these time periods.

When buildings are open, a suitably trained person (normally the Janitorial Supervisor) can investigate the area of detector actuation and stop the system progressing to full evacuation by contacting the Receiving Centre within the designated time scale, if justified i.e. fumes from cooking etc. Actuation of a second detector head, manual call point or running over the time delay will automatically instigate a full alarm and building evacuation.

5.3 Post-Alarm Investigation Time-Delay Ahead of a (9)999 Call

In order to reduce the amount of Unwanted Fire Alarm Signals (UFAS) being sent to the Scottish Fire and Rescue Service, it has been agreed to allow for any fire alarm activation to be investigated by the Janitorial and Campus Support Teams, before calling (9)999. The investigation period should not exceed 5 minutes.

During core hours, 0800 until 1800, any signal received by the Receiving Centre will result in the following –

- The Receiving Centre in the first instance will call the building reception to confirm that they are aware of the alarm. If confirmed then the Receptionist takes responsibility for calling the Scottish Fire and Rescue Service.
- If the Receiving Centre do not receive an answer from Reception they will automatically call the Scottish Fire and Rescue Service.
- If the source of the activation cannot be determined after 5 minutes then the building Receptionist will call the Scottish Fire and Rescue Service on 9 (for outside line) 999.
- If fire is confirmed the building Receptionist will call the Scottish Fire and Rescue Service on 9 (for outside line) 999.

The *Pre-Alert Investigation Time Delay Period* and the *Post- Alarm Investigation Time-Delay* should not be used sequentially, to avoid a prolonging the response from the Scottish Fire and Rescue Service.

5.4 Accidental Activation

Anyone who has accidentally activated the fire alarm either from a call point or by undertaking an activity which has resulted in an automatic detection device (for example, a smoke detector) being activated must inform a member of Janitorial team immediately.

To reduce accidental activations, toasters are prohibited in non- domestic RGU properties.

5.5 Malicious Activation

Malicious activation of the fire alarm is defined as deliberately activating or causing another person to activate the fire alarm without suspecting a fire or other emergency. This action constitutes a disciplinary offence and should be dealt with under the Staff Disciplinary Procedure (staff) or Academic Regulation A3 (students).

All staff and students should be encouraged to report any information they have in the event of a malicious activation to their Head of School / Department.

5.6 Investigation of the Cause of the Alarm after the Incident

Upon notification of a fire alarm incident, the Janitor or Campus Support Officer on duty will ensure that an [Alarm Activation Report](#) is completed and provided to the Fire Safety Adviser and Maintenance Contracts and Energy Manager. The completion of the report will assist in determining if the evacuation proceeded smoothly and if there are any lessons that can be learned. In addition, it will highlight any deficiencies in the fire safety hardware within the building which requires repair.

Where possible and safe to do so, the Janitor or Campus Support Officer will investigate the reason for activation, or assist the Scottish Fire and Rescue Service's investigation, and progress any action to prevent a reoccurrence. Unknown causes will be investigated by the Scottish Fire and Rescue Service or the RGU Fire Safety Adviser and Maintenance Contracts and Energy Manager as appropriate to the circumstances.

6 Evacuation Procedure

6.1 General Responsibilities

Upon hearing the fire alarm, all persons except for nominated Evacuation Stewards, Janitorial or Campus Support Officers or personnel on a Personal Emergency Evacuation Plan (PEEP) (see section 9) must evacuate the building to the Assembly Point by following the information in the [Emergency Evacuation Information](#) notice for the building, using the nearest available fire exit and avoiding use of lifts.

Where possible, staff and students should act to ensure that their immediate environment is left in a safe state before commencing evacuation procedures (close windows and doors and switch off equipment i.e. cooker rings, Bunsen burners and gas valves).

6.2 Management Responsibilities

It is a management responsibility to ensure that all persons under their control are made aware of their individual responsibilities under these procedures. Management will also be responsible for disciplining persons under their control should they fail to comply with these procedures.

6.3 Staff Responsibilities

Staff members who are teaching should ensure their class / lecture / laboratory / tutorial group evacuates by the nearest available exit. They should ensure their own area is clear, close the door and exit the building. Any person who refuses/is unable to evacuate should be reported to an Evacuation Steward.

6.4 Duties of Janitorial Team / Campus Support Team

The on duty Janitorial Team / Campus Support Team will confirm the zone of actuation at the fire panel and proceed to investigate in the relevant area. If it is a false alarm or malicious actuation they will exit the building and liaise with the Evacuation Co-ordinator and Scottish Fire and Rescue Service Officer if present. If it is a fire incident, they will ascertain circumstances and if safe and trained to do so, utilise a suitable fire extinguisher to extinguish the fire. If the fire cannot be extinguished, the door to the room will be closed and they will evacuate. They will ensure assistance is called for via radio to other janitorial staff/Campus Support Staff as required.

6.5 Duties of Reception Staff (where present)

Reception staff should maintain contact the Janitorial Team by radio as they investigate an alarm actuation. Reception staff should monitor the fire alarm and disabled refuge communication panels and liaise with the Scottish Fire and Rescue Service as necessary. The Receptionist on duty should call the Fire Service on (9)999 if necessary.

6.6 Duties of Evacuation Co-ordinators, Stewards and Evacuation Chair Operators

- [Duties of Evacuation Co-ordinators](#)
- [Duties of Evacuation Stewards](#)
- [Duties of Evacuation Chair Operators](#)

6.7 Evacuation During Hours of Building Closure

All buildings will be swept by Evacuation personnel during opening hours.

During the hours of building closure, no sweep is performed. No person should be in University premises after the hours of building closure unless they have swipe card/key fob access and have out-of- hours access authorisation.

Any person discovering a fire should follow the information in the [Emergency Evacuation Procedures](#) notice for the building.

6.8 Evacuation of People with Disabilities

Generic Personal Emergency Evacuation Plans (PEEP) are in place for the evacuation of people who have disclosed any disabilities to the University which may impact on their ability to exit a building unaided.

Procedure

On activation of the Fire Alarm:

Upon hearing the fire alarm, the individual should make their way to a Temporary Waiting Space in one of the building's fire-protected stairways.

Reaching the Temporary Waiting Space:

Once within the Temporary Waiting Space the individual is in a fire protected stairway. If the doors are closed they will be protected and safe.

If able and confident to progress down the stairs at their own pace, the individual should do so and proceed to the Assembly Point.

If unable to proceed unaided using the stairs it is recommended that the individual wait.

Communication:

Located within the Temporary Waiting Space is a communication system which will allow the individual to communicate with the building Receptionist. The instructions for operating the communication system are located adjacent to the communication panel. The building Receptionist will inform the individual of the current situation and whether it will be necessary to evacuate the building fully. It is preferred that evacuation will be undertaken only when absolutely necessary. In the majority of cases the fire alarm will have been activated accidentally, there will be no requirement to evacuate the building and this can be determined by communicating with the Receptionist. In addition, the stairway temporary Waiting Spaces are checked by Evacuation Stewards as part of their duties.

To ensure full inclusion and the safety of individuals in RGU buildings, who have a hearing impairment, we provide a system called a Deaf Alerter. Deaf Alerter is a radio-based emergency fire alarm and messaging system for Deaf and hard of hearing people. This allows system users to receive emergency messages and communications in any building displaying the Deaf Alerter symbol. Provision of this system is available upon request at the reception desk.

Final Evacuation:

If it is considered necessary to remove anyone from a Temporary waiting Space, the University will provide Evacuation Chair Operators who will assist using the evacuation chairs provided. Note that the use of the evacuation chair for final evacuation is only undertaken when considered essential to ensure safety. In some buildings evacuation is upwards and appropriate evacuation chairs have been provided.

Specific PEEP:

Should a PEEP be required outwith the scope of the generic procedure it should be developed as per the [PEEP Procedure](#).

6.9 Evacuation of Children and Young Persons

The presence of children and Young Persons on the premises should only be in compliance with [The Children and Young Person on the Premises Policy and Procedures](#). Matriculated students are not within this definition.

Open Access Areas defined in Appendix 1 of the Policy will be swept by Emergency Evacuation Stewards during opening hours.

From time to time children and young persons may visit areas out with the Open Access parts of the University on short supervised visits. In these circumstances, the parent or guardian will be responsible for ensuring evacuation.

Where children or young persons visit the University as part of an organised event where close supervision is not possible, i.e. the Open Day, the organising School or Department should inform the Head of OHES of the details of the visit. The Head of OHES should be satisfied of the arrangements before the event takes place.

6.10 Evacuation of Contractors

Where Contractors are working on a job for which a Construction Phase Plan has been created then any emergency evacuation instructions therein will supersede any University procedure on emergency evacuation.

Where Contractors are working on site on jobs (temporary or permanent) for which no specific emergency evacuation plan has been created, their staff will follow the procedure set out in the RGU [Emergency Evacuation Procedures](#) notice, displayed throughout buildings.

6.11 Use of Fire-Fighting Equipment

Portable fire-fighting equipment is provided in premises for staff use. Prompt use of equipment can prevent a small fire developing into a large one. Do not attempt to fight the fire if you do not think it is safe to do so, for example:

- The fire is large with a large amount of smoke being produced. Your escape route may be compromised
- You have not received appropriate training

No person, other than a member of the Scottish Fire and Rescue Service should re-enter the building specifically to fight a fire.

6.12 Control of Site During an Evacuation

During a fire evacuation the Evacuation Co-ordinator, in liaison with janitorial staff, will be in charge of the site in the first instance. It is the responsibility of the Evacuation Co-ordinator to:

- Coordinate evacuation activities as described above
- To ensure a pathway is kept clear for emergency vehicles
- To prevent unauthorised access to the building as far as is possible
- To prevent unauthorised access to the site as far as possible (including all vehicular access except for emergency vehicles and members of staff who have been called to the scene).

When the Scottish Fire and Rescue Service arrives on the scene, the Evacuation Co-ordinator will hand over control of the site to the Senior Scottish Fire and Rescue Service Officer in attendance. The Evacuation Co-ordinator will liaise with this Officer and follow any instructions given.

If the fire is serious, the Emergency Response Plan will be implemented by calling 0785 4199020.

6.13 Re-entry to the Building following an Evacuation

Once the Evacuation Co-ordinator is satisfied that it is safe for people to re-enter the building following a fire alarm they will sound the “all clear signal” by sounding an air horn or another suitable command. No person must enter the building until the “all clear” signal has been sounded, unless specifically directed by the Evacuation Co-ordinator or Scottish Fire and Rescue Fire Service.

When the Scottish Fire and Rescue Service is in attendance, the Evacuation Co-ordinator must not sound the all clear signal until the Senior Scottish Fire and Rescue Service Officer in attendance is satisfied that it is safe to do so and has handed back control of the site.

If part of the building has been affected but the fire has been extinguished, the “all clear” may still be given if suitable arrangements are in place to prevent unauthorised access to the affected part of the building.

7 Fire Drills

The Janitorial Manager, in conjunction with the OHES Department, will arrange for fire drills to be conducted in buildings under their care at frequencies recommended by the relevant Sector Specific Guidance published by the Scottish Government.

When scheduling these drills, the Janitorial Supervisor will consult the appropriate Heads of School and Department to ensure the drill does not coincide with assessments or other activities which must not be disturbed (this does not normally include teaching activities). Once a date and time is confirmed, this will be confirmed by the Janitorial Supervisor to all regular building users who have PEEPS. These people will be asked to not to disclose the dates and times of fire drills to others.

9 Information for Fire Service Personnel

9.1 Fire and Rescue Service Folder

A Fire Folder will be retained at each building reception containing information on the building and potential hazards to fire- fighting personnel. This will include information on, but is not limited to:

- Building plans
- Positions of fire hydrants and dryrisers
- Asbestos containing materials
- Compressed or piped gases
- Inventory of hazardous and dangerous substances

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Fire Safety Testing and Maintenance

Instructions and Test Records

Fire Safety Systems – Testing Instructions

Fire Alarm Testing

A fire drill or other activation can be utilised as a test of the fire alarm system.

Daily check

Check the fire alarm control panel and any indicating equipment to ensure that the system is active and fully operational. Fault indications should be addressed immediately they are noted.

Weekly testing

- In order to prevent a response from the Scottish Fire and Rescue Service it is essential that before activating the alarm, the system is taken offline by contacting both the Receiving Centre and the Scottish Fire and Rescue Service.
- The weekly test should be carried out at exactly the time and day, as prescribed in the fire alarm test schedule below, for a thirty second duration. An A-frame board highlighting the test should be posted at building receptions on the morning of the test.
- Every week, a different manual call point should be operated following the sequence prescribed in the call point register.
- The test should confirm that the control equipment is capable of receiving a signal and in turn activating the fire alarm sounders and to ensure that the fire alarm signal is correctly received at the alarm Receiving Centre. Staff occupying the building are responsible for identifying sounder outages during the test and should report any defects to the Janitorial Supervisor. Sounders in plant rooms and other infrequently occupied spaces should be checked at the point of activation of the nearest call point.
- After the test is complete it will be necessary to put the system back online by informing the Receiving Centre and the Scottish Fire and Rescue Service.
- The result of the weekly test and the identity of the manual call point used should be recorded in the logbook.
- Any faults identified should be reported to the Estates Support Desk.

Fire alarm test schedule

Day	Time	Building
Monday	0855	Garthdee House & Annex/CSB
Monday	0855	Kaim House
Monday	0900	Kaim Cottage
Tuesday	0855	Gray's School of Art
Wednesday	0805	ICRGU
Wednesday	0805	RGU Sport
Wednesday	0830	Gatehouse
Wednesday	0855	Sir Ian Wood Building
Wednesday	0855	Aberdeen Business School
Wednesday	0855	Oil and Gas Institute
Wednesday	0855	West Lodge
Wednesday	0915	East Lodge
Wednesday	1100	Woolmanhill
Thursday	1130	Ramsay Place
Thursday	1215	Round Tower
Thursday	1215	Square Tower
Friday	0855	Ishbel Gordon Building
Friday	0900	National Subsea Centre

Emergency voice communications

The Emergency Voice Communication system, EVC, should be tested at the same time as the fire alarm system. However, in practice, this test will be carried out overnight by the Campus Support Team.

This test will be carried out whilst the fire alarm is activated. In order to prevent disturbance, the fire alarm system can be set to silence.

In order to prevent a response from the Scottish Fire and Rescue Service it is essential that before activating the alarm, the system is taken offline by contacting both the Receiving Centre and the Scottish Fire and Rescue Service.

Routine Testing

In order to ensure that any fault in the emergency voice communications system can be identified it is important that a regular test of the system is carried out in accordance with British Standard 5839-9:2011.

Testing procedure

- In premises in which the location of the master station is such that the audible fault warning system could go unnoticed for longer than 24 hours, a special check should be carried out each day to confirm that either the equipment indicates normal operation or that any fault indication is receiving necessary attention. This inspection need not be recorded.
- Every week, an outstation should be operated. It should be confirmed that a call is correctly received at the master station and that a short conversation is clear and intelligible at both master station and outstation.
- A different outstation should be used at the time of every weekly test, so that all outstations in the building are tested in rotation.

The results of the weekly test and the identity of the outstation used should be recorded. Any faults identified should be reported to the Estates Support Desk.

Inspection and servicing

The system should be serviced by a competent specialist every six months.

Deaf Alerter

The Deaf Alerter should be tested at the same time as the fire alarm system.

Retrieve the deaf alerter pager and battery from within the brown envelope in the building fire wallet. You will need to consider how to do this when a fire alarm activation includes more than one building. Place the battery into the pager by opening the battery compartment, as so:



Close the battery compartment by sliding the hatch closed. The pager should vibrate when powered up and the liquid crystal display will provide the pagers unique identifying details. When this happens, the pager is ready for use. Once tested please remove the battery from the pager as outlined above and return both to the brown envelope in the building fire folder.

The test should confirm that the fire alarm activates the deaf alerter.

Fire Curtains and shutters Weekly Testing

Actuation of the system should be simulated once a week to ensure automatic smoke curtains move into position.

The result of the weekly test should be recorded in the logbook.

Any faults identified should be reported to the Estates Support Desk.

Escape Route Checks

Daily

All out of hours locked doors should be unlocked.

Walk through premises and check escape routes to ensure they are clear of obstructions and combustible materials and that fire resisting self-closing doors are not wedged open. Check that all exit route signs and notices are legible.

Weekly

Check escape routes and test exit locking mechanisms such as push bars, push pads and electronic locks. Actually open the final exit doors to ensure that they are not sticking. Ensure that all fire resisting door self-closing devices and hold open devices operate properly.

Monthly

Check fire resisting self-closing doors to ensure that they are in good working order as follows -

- Inspect doors for signs of warping or distortion that will prevent the doors from closing fully against the door stops.
- Check any fire resisting glazed panels are in good condition and are secure in their frame.
- Check that intumescent strips and smoke seals are in good condition.

Any faults identified should be reported to the Estates Support Desk.

Electrically powered locks and hold open devices Weekly

A weekly check should be made to determine that a fire alarm activation also results in the disabling of the electrically powered locks and the release of any doors on hold open devices.

These tests will be carried out overnight by the Campus Support Team.

The tests will be carried out whilst the fire alarm is activated. In order to prevent disturbance, the fire alarm system can be set to silence.

In order to prevent a response from the Scottish Fire and Rescue Service it is essential that before activating the alarm, the system is taken offline by contacting both the Receiving Centre and the Scottish Fire and Rescue Service.

Smoke Vents

Weekly Testing (if system installed for life safety)

Actuation of the system should be simulated weekly. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open as per design), natural exhaust ventilators open, automatic smoke curtains move into position and that any other system that is controlled or forms part of the design of the smoke extraction system work effectively.

Quarterly Testing (if system installed for firefighting)

Actuation of the system should be simulated quarterly. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open as per design), natural exhaust ventilators open, automatic smoke curtains move into position and that any other system that is controlled or forms part of the design of the smoke extraction system work effectively.

The result of the weekly and quarterly tests should be recorded in the logbook. Any faults identified should be reported to the Estates Support Desk.

Fire extinguishers

The annual/five yearly maintenance should be carried out by a competent engineer.

Monthly

A visual inspection of all extinguishers should be carried out on a monthly basis.

When carrying out the visual inspections, it should be ensured that:

- Each extinguisher is correctly located in the designated place;
- Each extinguisher is unobstructed and visible;
- The operating instructions of each extinguisher are clean and legible and face outwards;
- Each extinguisher has not been operated and is not obviously damaged or has any missing parts;
- The reading of any pressure gauge or indicator fitted to an extinguisher is within operational and safety limits;
- The seals and tamper indicators of each extinguisher are not broken or missing.

Record the results of the visual inspection and arrange for corrective action where necessary. In the event of doubt, a competent engineer should examine the extinguisher.

Firefighting Lifts

Weekly Testing

Weekly testing should be organised by the Janitorial Supervisor. The operation of the fire-fighting lift switches should be tested once a week.

Monthly Testing

Monthly testing should be organised by Estates. A failure of the primary power supply should be simulated once a month. If a generator provides the standby power supply, it should energise the lifts for at least one hour.

The result of the weekly and monthly tests should be recorded in the logbook. Any faults identified should be reported to the Estates Support Desk.

Annual Maintenance

Annual maintenance of the firefighting lifts should be organised by Estates and be carried out by a competent person. Any defects should be logged and the necessary action taken. Certificates of maintenance should be obtained.



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