

FAXBACK FIRE PROTECTION SYSTEM SHUTDOWN FORM

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| To: | Date: |
| Attention: | Fax: |
| From: | No of Pages (incl this one): |
| Subject: Fire Protection Shutdown Notification | |

Instructions

- NZ Standard 4541 + 4515 (Sprinkler Systems) requires "OWNERS APPROVAL" and notification to the NZFS and Insurance Council prior to a fire sprinkler shutdown. NZ Standard 4512 (Fire Alarm Systems) requires "OWNER APPROVAL" and notification to your Automated Fire Alarm Service Provider if system is left isolated or disconnected overnight. Please use this form to notify your "BUILDING INSURERS" of both the shutdown and reinstatement of the system
- Please sign your approval of this shutdown in Section B of this form and return to fax:
- Should you have any queries, please contact us:
- PLACE SYSTEM IN ISOLATE TO PREVENT FIRE ACTIVATIONS WHEN SYSTEM IS BEING WORKED ON AND POSSIBLE FALSE ALARM CHARGES**

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| Section A: Fire System/Site Detail | <p>System</p> <p>FA numbers: _____</p> <p>Site name: _____</p> <p>Address: _____</p> <p>Fire system: Sprinkler 4541 <input type="checkbox"/> Sprinkler 4515 <input type="checkbox"/> Fire alarm 4512 <input type="checkbox"/> Riser 4510 <input type="checkbox"/></p> <p>Area affected: _____</p> |
| | <p>Shutdown</p> <p>Shutdown date: _____ Shutdown time: _____ Reinstated daily: <input type="checkbox"/></p> <p>Reinstated date: _____ Reinstated time: _____ Continuous shutdown: <input type="checkbox"/></p> <p>Work to be completed during system shutdown: Alterations: <input type="checkbox"/> Damage to system: <input type="checkbox"/> Maintenance work: <input type="checkbox"/></p> <p>Other: _____</p> |
| Section B: Owner Approval | <p>Please sign your approval of this shutdown</p> <p>Name: _____ Date: _____ Time: _____</p> <p>Signature: _____ Insurers notified?: Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| | <p>Name: _____ Date: _____ Time: _____</p> <p>Signature: _____</p> |
| Section C: System Reinstated | <p>Owner Safety Precautions for Fire System Shutdown</p> <ul style="list-style-type: none"> • Forbid smoking in the area affected by the fire systems shutdown • Stop hazardous processes • 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 • No "HOT WORK" by any parties whilst fire system is shutdown • Detail "FIRE WARDENS" to patrol affected area (one person per 1000M2). In event of fire call 111. Fire Wardens should check extinguishers and hoses • If your building has smoke detectors beware that dust from building works may activate your fire 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 |
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