

UCL Buildings containing an Automatic Testing Emergency Lighting System : Working on Automatic Installations

The stages of works needed by a Contractor prior to working in an area which contains an Automatic Testing Emergency Lighting Systems are to be as follows;

NOTE: This procedure has been specifically written with regards to the Advanced Electronics Limited Automatic Testing Emergency Lighting systems, however it applies to all systems employed at UCL (ie, Thorn, Zumtobel, Static Inverters / Central Battery, etc).

1. Advise the Emergency Lighting maintenance provider (UCL-EM@alpineworks.co.uk) of the intention to carry out works and the extent of those works. The Contractor is to provide this information irrespective of whether this has been carried out during Pre-Construction stages. This notification should be accompanied with proposed drawings and scope of works.
2. Conduct (or employ a specialist contractor or manufacturer) a download of the existing Automatic Testing panel, identify its current status and save this as a backup. The remaining stages of these works shall continue to be carried out by the Contractor, regardless of the fault status of this panel.
3. Provide a copy of this back up to the Emergency Lighting maintenance provider (UCL-EM@alpineworks.co.uk)
4. Identify the existing Communications loop that serves the area (s) of concern. This is to be done by the requesting contractor, or they should employ the UCL Emergency Lighting maintenance provider to do this. (Record drawings do not exist)
5. Disconnect the existing loop (s) serving the area (s) of concern. This must be carried out by a contractor trained and certified to work on this system in question. Untrained electrical contractors are not permitted to carry out this work.
6. When loops are dead, reinstate the link to the floors are areas above, below, and around (ie staircase) the areas of concern to ensure communications link continuity. The installation of extra leg (s) may be required by the Contractor. A 'red Line drawing' should be provided to the UCL Emergency Lighting maintenance provider (UCL-EM@alpineworks.co.uk) to show the extent of these works.
Note – this must be done even if there are existing comms loop failures on the system, so that the Emergency Lighting Maintainers can effectively trace any further faults, in the remainder of the building.
7. Identify the luminaires required for removal including PLU / Serial; Numbers and Luminaire Addresses. Provide this information in drawing and excel spreadsheet format.
8. Decommission the luminaires identified in Item 7 (above) from the Advanced Panel (The contractor must employ a specialist contractor or manufacturer, if required.)
9. Update the panel config file, and provide a copy to the maintenance provider (UCL-EM@alpineworks.co.uk) (The contractor must employ a specialist contractor or manufacturer, if required.)

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10. Remove the required luminaires and check the PLU / Serial number and Luminaire Address against item against Item 7, above.
11. Provide UCL with the opportunity to salvage any redundant Automatic testing Luminaires that remain serviceable, via UCL-EM@alpineworks.co.uk
12. Install new lights and communications loop to the area of the works.

*Note - With regards to Advanced Electronics systems, these luminaires MUST be purchased directly from Advanced Electronics and MUST be stand-alone self-contained luminaires, and **NOT** 'converted' luminaires – unless specific written permission is obtained from UCL Estates; Engineering, Maintenance and Infrastructure)*

13. Advanced Electronics Systems, Specific requirements;
 - Ensure that the existing return Voltage exceeds 20V. This is the minimum acceptable at UCL.
 - Ensure that a maximum of 200 Luminaires to any single loops. This is the maximum acceptable at UCL.
14. Remove any temporary communications loops legs, etc.
15. Recommission the areas of work and provide a commissioning certificate (This **MUST** be carried out by Advanced Electronics – Employed by the Contractor)

NOTE – Existing Addresses for the remaining luminaires must not be changed, as this will affect the addresses as recorded on the Fire Risk Assessment (FRA) Drawings. The Contractor must check that existing addresses have not been changed. Should these be changed intentionally or otherwise then the Contractor must fully update the entire FRA Drawing. – See also Item 18)

16. Update the config file (employ specialist contractor or manufacturer as required) and provide a updated copy to the Emergency Lighting maintenance provider (UCL-EM@alpineworks.co.uk).
17. Hand over and prove to the Emergency Lighting maintenance provider (UCL-EM@alpineworks.co.uk) that the system has been configured and commissioned correctly and provide written documentation that this has been conducted and accepted by the maintainer.
18. Provide a Handover Report in excel format (from Advanced Electronics).
19. Update the Fire Risk Assessment (FRA) drawings with new luminaire positions, loop numbers and addresses, and forward it to UCL (Sue Hoyer s.hoyer@ucl.ac.uk) for updating onto the master copy. A copy is also to be provided to the Emergency Lighting Maintenance provider (UCL-EM@alpineworks.co.uk)

The FRA shall be to be given a revision reference by the Contractor to prevent confusion with previous version. The Contractor should not add on his own title block. The Contractor shall use the symbols as already used on the FRA drawings and not their own symbols.

Where building layout changes have been made, it shall, be the responsibility of the contractor (or Main Contractor or UCL UPO) to ensure that UCL (Sue Hoyer s.hoyer@ucl.ac.uk) is

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provided with the most up to date XREF / Building layout to enable the FRA to updated and issued to the Contractor for amendment.

The UCL Emergency Lighting maintainer (UCL-EM@alpineworks.co.uk) will provide details on the requirements for layers, colours, etc , please email

*NOTE : It is not appropriate to rely on upon the Contractors Record Drawings or Health & Safety File / O&M for this purpose. **It is essential that the UCL Master FRA be updated,***

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