Name: ___________________________________________ Job Title: ___________________________________________

Person Providing Induction / Familiarisation: ___________________________________________________________

Date: ___________ Estates Section: ________________________________________________________________

MAINTENANCE STAFF

☐ When arriving at the work location (building or departmental area) Maintenance Staff must record or notify their presence by:
  o Recording their presence at the building Reception or Security desk
  o Notifying their presence to the departmental contact who originated the maintenance service request
  o Notifying their presence to a departmental contact who can verify the maintenance work or the work area
  o Where none of the above are practicable Maintenance Staff must inform their line manager/supervisor of their work location and work requirements

  (So that in the event of fire alarm activation, information about maintenance staff presence in the building can be passed to the fire brigade).

☐ On completion of work maintenance staff must inform the Reception/Security or notified person that they are leaving the building.

☐ Before starting work in the building, maintenance staff must be familiar with the local Fire Action Notices and the primary & alternative fire escape route(s) from plant room(s) or areas. (In particular, escape routes over roofs, though adjoining buildings, from basements, tunnels or shafts via ladders to deferent levels etc)

☐ Maintenance staff should have the UCL Security Control Centre contact & standby numbers programmed into their mobile phones so that they can raise the alarm if trapped injured or need assistance when loan working etc - (Main No: 020 - 7679 - 3333 & the Standby No: 020 - 7387 - 5156).

☐ Maintenance staff should be in possession of a ‘Hot Work’ or other relevant permits as necessary, prior to works being started

  (Note: ‘Hot Work’ means: welding [including hot air], cutting, brazing, lead burning, the use of blowlamps, plumbers furnaces, asphalt & bitumen boilers and other flame or spark producing apparatus).

________________________________________________

I confirm that I have received & understood the Instructions & Information identified above:

Name: ___________________________________________ Signature: ___________________________________________ Date: ___________

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Revision: 3 / Jan 11 Issued by: Fire Officer, Estates & Facilities, Gower Street, London WC1E 6BT / fire.officer@ucl.ac.uk / Tel: 020 - 7679 - 1240