1.0 INTRODUCTION

Revised maintenance arrangements for the statutory sprinkler and Bloomsbury Theatre drencher servicing for the Central Collegiate Building (CCB) Bloomsbury Theatre (BT) to ensure the system is fully tested in conjunction with the fire alarm. This procedure is designed to avoid unwanted (false) alarms being generated by the sprinkler interface to the fire alarm.

2.0 DRY RISER MAINTENANCE CONTRACTOR

2.1 Dry Riser Maintenance Contractor (DRMC) is to provide UCL Estates Contract Manager (CM) with sufficient notice of site visit, to carry out the maintenance of the sprinklers in CCB/BT (Bldg: 009).

2.2 The service visit will need to be in consultation with the Bloomsbury Theatre Management so as not to conflict with rehearsals or performances etc,

2.3 Fire Alarm Maintenance Contractor (FAMC) is to attend and isolate the sprinkler fire alarm zone with the DRMC when in at the CCB/BT and to ensure that a warning signal is correctly sent between sprinklers and the building’s fire alarm panel.

3.0 UCL ESTATES CONTRACT MANAGER (CM) SPRINKLERS MAINTENANCE RESPONSIBILITIES

3.1 On being notified of maintenance visit by DRMC for CCB/BT - the CM is to arrange the following:

(a). Authorise a ‘Fire Alarm’ Isolation, a ‘Permit to Work’ to include a Security Access Card and appropriate Plant Room keys necessary for that day(s) works,

(b). Arrange for a FAMC to be available on site to isolate the link between the fire panel and the sprinkler system,

(c). Ensure relevant staff are informed prior to maintenance works being in undertaken (i.e. Maintenance Staff Manager),

(d). Liaise with the Bloomsbury Theatre Management so as not to conflict with performances etc,
4.0 FIRE ALARM MAINTENANCE CONTRACTOR (FAMC)

(a). FAMC to arrange/collect fire alarm Isolation Permit, prior to sprinkler works,

(b). FAMC to isolate the fire alarm in conjunction DRMC,

(c). FAMC Engineer is to ensure that a signal is correctly sent between sprinkler valve when operated and the building’s fire alarm panel (so UCL Security Communications Room receives subsequent fire signal),

(d). Reset system in conjunction with DRMC works,

(e). FAMC to return fire alarm isolation permit back to UCL Security Communications Rm,

5.0 WEEKLY TESTING

5.1 The following shall be checked of valve assembly for any signs of leakage from the system or the pressure gages etc.

(a). Each water motor alarm should be sounded continuously for not less than 30 seconds by opening a test valve and flowing water to waste through an open nozzle which will verify that the alarm will ring continuously.

(b). The result of the manual test of the fire alarm bell and water motor should also test the remote indication back to the fire alarm panel.

c). Detailed logs and records will be kept for all tests and inspections carried out on the systems and log books supplied by insurance companies are to be filled in at the time by the person carrying out weekly tests.
   - Unlock padlocks and remove leather straps from weekly test valve (4),
   - Take pressure reading from ‘C gauge’;
   - Ensure bell line is open - Valve (2),
   - Open weekly test valve fully (Valve 4),
   - Record time taken in seconds for bell to ring,
   - Shut valve (4) weekly test valve. If bell fails to stop ringing, then close bell line valve (2) vertical position,
   - Record ‘C gauge’ reading,
   - On completion of test, padlock and strap weekly test valve (4),
   - Ensure bell line valve is strapped in vertical position (2),

PLEASE REMEMBER TO FILL IN RECORD SHEET ON COMPLETION OF TEST!

<table>
<thead>
<tr>
<th>Key:</th>
<th>Description</th>
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<tbody>
<tr>
<td>(1).</td>
<td>Main Control (On/Off) Valve</td>
</tr>
<tr>
<td>(2).</td>
<td>Bell Line Valve</td>
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<tr>
<td>(3).</td>
<td>Main Drain</td>
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<tr>
<td>(4).</td>
<td>Weekly Test Valve</td>
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<tr>
<td>(5).</td>
<td>Drip Union</td>
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<tr>
<td>(6).</td>
<td>Pressure Switch connected to Fire Alarm Panel</td>
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6.0. General View of Valve Set: