1.0 INTRODUCTION

The Fire Alarm, Sprinklers and Smoke Control Systems in the Basements of Roberts & Malet Place Engineering Building (MPEB) are interconnected, which necessitates a completely different approach to maintenance of sprinkler to ensure that the system is fully tested and unwanted fire alarms are eliminated.

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 at Roberts (Bldg: 045) and MPEB basements (Bldg: 350).

2.2 Fire Alarm Maintenance Contractor (FAMC) is to attend and isolate the sprinkler fire alarm zone with the DRMC when working on system at both Roberts & MPEB basements 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 Roberts & MPEB - 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),

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 Roberts Building in conjunction DRMC,
(c). MPEB Sprinkler Zone (Zone 12) **MUST** be isolated, **prior** to works in Roberts Bldg and the engineer should let Roberts (Reception Security) & MPEB Departments know that the bridge ‘Fire Alarm Activated - Do Not Enter’ warning signs will be activated during the maintenance period.

(d). Roberts Bldg:

(i). Warn reception / security staff that you are working on the fire alarm & sprinkler systems,

(ii). take appropriate steps to reduce disruption to the building occupants with unwanted alarm sounder signals,

(iii). ensure that an engineer is available at the main Fire Alarm Panel at all times during testing of sprinklers to reset and take zone & data information and to deal with real alarms elsewhere in the building, if necessary,

(iv). ensure that all signals from flow switches are received and the correct Zone and text is displayed at fire alarm panels,

(v). ensure all anti-tamper signals are received with the correct zone and device information is displayed at fire alarm panels,

(vi). Repeat process for MPEB check that signal is sent to MPEB fire panel from sprinkler flow switch, which in turn activates the MPEB fire alarm zone (Zone 12),

(vii). Ensure that correct information from MPEB flow switch is sent to Robert’s fire alarm panel and that fault alarm activated etc,

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

(f). FAMC to return fire alarm isolation permit back to UCL Security Communications Room,

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>
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<tbody>
<tr>
<td>(1). Main Control (On/Off) Valve</td>
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<tr>
<td>(2). Bell Line Valve</td>
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<tr>
<td>(3). Main Drain</td>
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<tr>
<td>(4). Weekly Test Valve (Small Wheel)</td>
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<td>(5). Drip Union</td>
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6.0. General View of Valve Set: