1.0 INTRODUCTION

Maintenance arrangements for statutory sprinkler servicing for 1-19 Torrington Place (1-19TP) 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 at 1-19TP (Bldg: 086).

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 1-19TP 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 1-19TP - 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 fire 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 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 with value keys located in sprinkler box on right hand wall.

• 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,

• Note that when bell test is undertaken, water will run from the drip union (5) this is normal,

• On completion of test, padlock and strap weekly test valve (4) ensuring bell line valve is strapped in open position (horizontal),

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>
</tr>
<tr>
<td>(2). Bell Line Valve</td>
</tr>
<tr>
<td>(3). Main Drain (Large Wheel)</td>
</tr>
<tr>
<td>(4). Weekly Test Valve (Small Wheel)</td>
</tr>
<tr>
<td>(5). Drip Union</td>
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<tr>
<td>(6). Pressure Switch connected to Fire Alarm Panel</td>
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6.0. General View of Valve Set:

Close up of rear of valve set:

End