Smoke Alarm Testing/Recording Procedure

In order to ensure that we provide our customers with the highest levels of assurance and safety regarding the maintenance of hard wired smoke alarms, we will carry out scheduled maintenance of smoke detection devices as follows:

This is achieved in one of three methods;

1. Properties with individual gas heating boilers.
   - Testing is carried out by utilising the Gas Engineer, to carry out the test at the time of the annual boiler safety check and inspection, and results are recorded on the CP12.

2. Sheltered Accommodation with Communal Boilers.
   - Alarms are subject to a full maintenance check twice a year, every accessory is tested between the two visits, and the test results are recorded manually on a Fire Alarm log book, which is kept in a holder next to the fire alarm panels. The results of each test are also sent to BTS. Weekly manual tests of the alarms are carried out by Scan alarms and the results recorded in the log book. If a fault is found at the time of the test then it is reported to BTS who call out Scan Alarms, who normally attend within a day .If a fault occurs at any other time the Scheme Managers monitors the system and the flat and if the fault is still appearing after 20 minutes, Wellbeing call BTS to silence the alarm who attend within the hour and then Scan Alarms attend to carry out repair.

3. Dwellings (Flats in Blocks) with Communal Boilers or with individual electric heating or solid fuel/oil heating.
   - Specific planned programmes will be carried out to test smoke detection devices. Therefore it will require a specific planned programme of visits; this would not necessarily have to be carried out by a tradesman but by any trained and competent person. In any year a number of these properties would be picked up as part of the void process.

Assets monitored under item 3:

High Rise (Park Town only) 3 blocks	336
Sheltered Blocks 21 blocks	630 (already covered)
Low rise (Gas) 35 blocks	210
Low rise (Electric) 19blocks	159

Demonstrating safety

In the first instance we write to every affected property to advise them about basis fire safety, and in conjunction with Fire Service give each dwelling a copy of the booklet "Fire Safety in the Home".

To fully satisfy our statutory requirements a physical visit and, test and record will be made by a BTS representative.

We will carry out regular publicity campaigns in tenant's newsletters and at tenant group meetings.

Monitoring this process

A database of all visits and findings is maintained; linked to our IBS system.

This database contains:

- UPRN (Unique Property Reference Number)
- Address
- Date of advise and appointment letter
- Date of visit
- Location of smoke alarms and operative or not, (entry for each alarm fitted)
- Date defect reported and job number
- Date of first no access and access card left.
- Date of second no access and letter left
- Date first warning letter
- Date second warning letter
- Date final warning letter.

Sample Alarm check sheet to be filed on Property (P1) file, (Example only)

Address

Type of Property	Flat	House	Bungalow

Hall		Pass	Fail	N/A
Landing		Pass	Fail	N/A
Lounge		Pass	Fail	N/A
Kitchen heat detector fitted		Yes	No	
CO2 Alarm fitted		Yes	No	

Defects reported and job number.

Inspected by name		Signature	
Date		Clock No.	

Data base updated