

Harvington Village Hall

Weekly & monthly fire alarm test record

Tick if sounder and flasher OK									Every 4 weeks Call point to test	
Date	initials	lobby	front room	kitchen	main hall	conserv*	green rm.	kitchenette		
									Front door	<input type="checkbox"/>
									Kitchen	<input type="checkbox"/>
									Hall to path	<input type="checkbox"/>
									Hall to Conserv.	<input type="checkbox"/>
									Conservatory	<input type="checkbox"/>
									Green room	<input type="checkbox"/>
									Kitchenette	<input type="checkbox"/>
									Front room	<input type="checkbox"/>

* Jan 2010 known issue: Flasher in conservatory is intermittant. Just check the sounder there.

Weekly test instructions:

- 1) Press 'Fire Alarm' button control panel
- 2) Walk round and check all sounders / flashers
- 3) Press 'reset' button on control panel

Every 4 weeks:

- Instead of pressing the 'Fire Alarm' button on the control panel, use the special plastic key to test the scheduled call point. Do it as follows:
- 1) Insert key, press up and turn 1/4 turn to right. Should hear slight 'click'; as glass moves down
 - 2) Remove key, walk round and check all sounders / flashers
 - 3) Insert key again, keeping straight. Push up gently until glass moves up and clicks
 - 4) Press 'reset' button on control panel