Weekly Fire Alarm Routine Tests.

Each week the fire alarm is to be set off using a different call point in rotation from week to week. In the case of zonal installations, one break glass call point in each zone should have a weekly test. All call points should be numbered for identification

Staff and guests should have prior warning of fire alarm tests

It is the responsibility of the management to ensure that spare glasses and keys, when necessary, are safely stored in adequate quantity. The location of such spares should be known to those who would have to replace glasses which are broken

Date	Point no.	Result	Action	Signature

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