**Appendix 27 - FRP-004 (v1.1) – Planned, Preventive Maintenance Process**

**The Requirement**

To implement a process to satisfy Article 17 of the Regulatory Reform (Fire Safety) Order 2005 and the requirements of the Corporate Fire Safety Policy in terms of carrying out adequate testing and maintenance of life safety systems and equipment.

**Process to Meet Requirement**

RBKC Housing Management will adopt a process to test and maintain our life safety equipment.

In the case of routine functional testing of equipment (such as weekly tests for fire detection and alarm systems or smoke ventilation systems), this will be undertaken by Housing Management staff.

To enable them to do this, the RBKC fire safety team will support by providing training to staff who are appointed this testing role (Estates Services Assistants / Visiting Officers).

In the case of maintenance, to be undertaken by specialist contractors, RBKC Head of Resident Safety will ensure that contracts are in place to manage this part of the process.

Appended to this FRP are our standards for planned, preventive maintenance.

**Process to Record and Monitor Compliance**

Records will be maintained of all routine testing.

Records will be maintained of any faults found during routine testing, and of the reporting and rectification of such faults.

Records will be maintained of all specialist maintenance visits.

Records will be maintained of any faults found during maintenance visits, and of the reporting and rectification of such faults.

**Process to Evaluate Compliance**

We will regularly review whether we are meeting our standards in terms of carrying out routine testing and maintenance.

We will regularly review our compliance in terms of reporting and addressing faults.

We will review trends in terms of failures.

**Process to Implement Improvements**

We will implement further resource, training, personnel, etc. in response to any issues in meeting our commitment to carry out adequate planned, preventive maintenance.

**RBKC Planned, Preventive Maintenance Standard**

**Introduction**

This document sets out the procedures that RBKC will implement in respect of planned, preventive maintenance (PPM) to equipment that has an impact on fire safety.

These procedures reflect the manner in which RBKC (as the *responsible person* as defined by Article 3 of the Regulatory Reform (Fire Safety) Order 2005) meets our duties under Article 17 of the Fire Safety Order, which requires that suitable maintenance is undertaken at fire precautions are maintained in working order.

RBKC delegates duties in respect of PPM to duty holders who have a degree of control over the implementation and execution of the procedures.

Within these procedures, critical fire safety equipment (or other equipment that could impact fire safety within our premises) is detailed, along with maintenance frequency, methodology for carrying out maintenance, the designated duty holder and the support that the duty holder will receive.

RBKC accept that the best way to demonstrate compliance is by implementing, in full, best practice guidance. That said, there are certain challenges to meeting every single recommendation in best practice guidance where buildings are not staffed or visited by staff on a daily-basis, and for these types of situation an approach that is considered reasonable in the circumstances is followed, with justification provided within this document.

Whilst not strictly required by legislation, records of all tests will be maintained, to demonstrate that we are carrying out adequate maintenance.

Under the ‘Plan, Do, Check, Act’ model, we understand that, where we do not succeed in achieving 100% compliance with these standards, we must learn from this. We will therefore monitor our performance, reviewing it annually, with a view to achieving 100% compliance with our PPM standards by 2024.

1. **Fire Detection and Alarm Systems (non-residential and communal residential systems)**

Common fire detection and alarm systems for commercial and certain types of residential (i.e. those buildings that have construction that is unlikely to achieve the compartmentation required to support ‘stay put’ procedures) that are provided in accordance with BS 5839-1:2017 (including a mixed system as defined by LACORS) or a Grade A system as defined BS 5839-6:2019 will receive the following PPMs.

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Daily | Where systems are installed in non-residential buildings in which staff work on a daily basis, a Fire Safety Officer (appointed as per the requirements of the Fire Risk Management System) should visually check the control and indicating equipment (panel) to ensure that the power indication is illuminated and that the system is free from faults.  Where systems are installed in residential buildings, and have control and indicating equipment located in common parts, a quick check of the control and indicating equipment should be carried out.  Where there are any fault indications, these should be reported to the Customer Service Centre for repair, which, in the case of any power failure, will be an urgent repair. | * All members of Housing Management staff attending any residential building in which there is a common fire alarm, supplemented by visual checks by residents (who will be appointed as Resident Fire Safety Officers). | RBKC fire safety team will develop simple instructions and training on how to carry out these checks. |
| Weekly | A weekly functional test of the system will be carried out. This will involve activating the system using a manual call point, with a different call point used each week in rotation. The alarm should be sounded and a sample check of devices interfaced with the system (such as door locks interfaced to release on alarm activation) should be checked.  Any issues identified during the weekly test should be reported to the Customer Service Centre for repair via the specialist fire alarm maintenance company. | * Contractor Arrangement | RBKC fire safety team will develop simple instructions and training on how to carry out these checks. |
| Quarterly | 25% of all devices on the fire detection and alarm system should be serviced each quarter (thereby covering 100% of the system within one year) by the specialist fire detection and alarm system maintenance company. The | * To be carried out by a specialist fire alarm maintenance company who hold third-party certification under either BAFE SP203-1 or LPS1014 appointed by RBKC Compliance team | RBKC will ensure that adequate resource and funding is available to meet this maintenance requirement. |

1. **Domestic Fire Alarms**

These refer to smoke alarms within domestic dwellings, provided to provide warning to occupants only within that dwelling of a fire in the dwelling. The relevant British Standard is BS 5839-6:2019.

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Monthly | Residents should be encouraged to test their smoke alarms weekly, by means of the ‘test’ button provided at the equipment. | * Neighbourhoods team to raise awareness amongst residents of how to test alarms. | RBKC fire safety team to include this type of detail within training to be developed for housings staff. |
| Annually | RBKC staff will arrange for a functional test, by pressing the ‘test’ button and ensuring that the alarm sounds throughout the dwelling. This can be done both by the Visiting Officer at the time of their annual visit, as well as, where gas boilers are fitted, at the time of the Gas Safe inspection.  Any issues identified will immediately be reported to Customer Service Centre. | * Visiting Officer via the Neighbourhoods team. * Compliance team to make a requirement for functional test to be undertaken by Gas Safe engineer as an addition to the Gas Safe contract. | RBKC fire safety team to develop simple training / instruction on this requirement, and RBKC compliance team to ensure that this value-added service is provided by gas safety partners. |
| 6-yearly | RBKC install 10-year battery smoke alarms (where the equipment is not mains-powered). The batteries (or devices) will be changed under a 10-year programme to ensure that all devices are maintained in operable condition. | * RBKC compliance team. * When the EIC electrical test is completed on the 8th anniversary for the installation or a previous battery changed, the batteries will be changes | RBKC to ensure that funding is provided to support. |

**7.0 Fire-Fighting Equipment (e.g. extinguishers)**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Monthly | A visual check of fire extinguishers should be carried out by designated Fire Safety Officers. The check should confirm that the extinguisher is within its designated location and visually appears to be in undamaged condition and, where provided, the pressure gauge is sitting within the green zone of the gauge (i.e. approximately in the middle). | * Housing Management staff and contractors within residential premises (where extinguishers will only be installed in plant rooms and staff areas). | Simple training and checklists to be prepared by RBKC fire safety team. |
| Annually | Annual service to be carried out by a specialist extinguisher maintenance company, who holds third-party certification under the BAFE SP101 Scheme. | * RBKC compliance team * Carried out by specialist maintenance company. | Funding to be made available to support requirement. |
| Five-yearly | Extended service by specialist contractor of each appliance in accordance with BS 5306. | * RBKC compliance team * Carried out by specialist maintenance company. | Funding to be made available to support requirement. |

**8.0 Smoke Ventilation Systems**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Weekly | Once per week, any active smoke ventilation system (be it automatically-opening vents (AOVs) or mechanical smoke ventilation) should be functionally tested using the override switches. | * Estate Service Assistant in residential – to be allocated responsibility via Neighbourhoods team. | Simple training to be provided by RBKC fire safety team. |
| Quarterly | A functional test should be carried out of all smoke ventilation equipment within a system (i.e. all vents, fans, control equipment, etc.). Each zone should be tested separately. Ideally, this should also include simulated power failure to test standby power facilities. | * RBKC compliance team. * Carried out by specialist maintenance company. | Funding to be made available to support requirement. |
| Annually | A full inspection of the system should be carried out by the specialist maintenance company. | * RBKC compliance team. * Carried out by specialist maintenance company. | Funding to be made available to support requirement. |

**9.0 Emergency Voice Communication Systems (Commercial and Supported Living)**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Daily | A Fire Safety Officer (appointed as per the requirements of the Fire Risk Management System) should visually check the control and indicating equipment (panel) to ensure that the power indication is illuminated, and that the system is free from faults.  Where there are any fault indications, these should be reported to the Customer Service Centre for repair, which, in the case of any power failure, will be an urgent repair. | * Appointed Fire Safety Officer. | RBKC fire safety team will develop simple instructions and training on how to carry out these checks. |
| Weekly | A weekly functional test of the system will be carried out. This will involve activating the system using a call point, with a different call point used each week in rotation. It should be confirmed that voice messages are legible during the test.  Any issues identified during the weekly test should be reported to the Customer Service Centre for repair via the specialist fire alarm maintenance company. | * To be carried out by RBKC designated Fire Safety Officer or a member of maintenance staff etc. or a member of Housing Management. | RBKC fire safety team will develop simple instructions and training on how to carry out these checks. |
| Quarterly | 25% of all devices on the EVCS should be serviced each quarter (thereby covering 100% of the system within one year) by the specialist maintenance company. | * To be carried out by a specialist fire alarm maintenance company who hold third-party certification under either BAFE SP203-1 or LPS1014. | RBKC will ensure that adequate resource and funding is available to meet this maintenance requirement. |

**10.0 Fire-Fighting and Evacuation Lifts**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Weekly | Functional test of lift control and communication equipment i.e. by flicking switch to change to FIRE CONTROL and then testing the communications facility. | * Estates Service Assistant in residential buildings. | Training and guidance to be provided by the RBKC fire safety team. |
| Monthly | The lift will be subject to simulated power failure for 60 minutes by a specialist contractor. | * Compliance team. * Carried out by specialist maintenance company. | RBKC will ensure that adequate resource and funding is available to meet this maintenance requirement. |
| Annually | A full inspection of the lift will be carried out by a specialist contractor. | * Compliance team. * Carried out by specialist maintenance company. | RBKC will ensure that adequate resource and funding is available to meet this maintenance requirement. |

**11.0 Fire-Resisting Doors and Doorsets**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Monthly | Common parts doors will be checked. In non-residential buildings, this will involve lobby, protected corridor and staircase doors (i.e. those in circulation spaces). In residential premises, this will be all lobby, corridor and staircase doors. | * Estates Service Assistant / in residential. | Training to be provided by RBKC fire safety team. |
| Quarterly | Check of self-closing device on flat entrance doors. | * TBA | TBA |
| Annually | Risk room doors will be checked. This will be all designated fire doors to offices, tea points, kitchens, etc. within non-residential buildings, and all flat entrance doors within residential buildings. | * Visiting Officer in residential (at time of annual visit). | Training to be provided by RBKC fire safety team. |

**12.0 Gaseous Extinguishing Systems**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Daily | Visual check of control and indicating equipment and pressure gauges, and to ensure that the controls are accessible, the pipework and nozzles are not dirty or leaking, and that additional storage has not been placed in the protected area (e.g. cardboard boxes, etc.). | * Appointed person. | Training to be provided by RBKC fire safety team. |
| Monthly | A desktop check of training should be undertaken to ensure that all persons who may use a room protected by an extinguishing system have been trained and authorized in the use of the equipment. | * Designated managers. | Training, checklist and supporting guidance to be provided by RBKC fire safety team. |
| Six-monthly | Maintenance visit by specialist contractor. | * Compliance team. * Carried out by specialist maintenance company. | RBKC will ensure that adequate resource and funding is available to meet this maintenance requirement. |

**13.0 Fire and Smoke Dampers and Curtains**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Weekly | Smoke dampers and curtains to be tested by being closed on activation of fire detection and alarm system (or override control, as appropriate). | * Designated Fire Safety Officer in non-residential. * Estates Service Assistant in residential. | Training, checklist and supporting guidance to be provided by RBKC fire safety team. |
| Quarterly | Specialist maintenance as part of fire detection and alarm system maintenance contract. | * Compliance team * Carried out by specialist maintenance company. |  |

**14.0 Fire Hydrants (located on RBKC land)**

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| **Frequency** | **Task Description** | **To be managed / carried out by** | **Support to the Duty Holder(s)** |
| Annual | Specialist testing and maintenance of private hydrants is required. | * Head of Resident Safety to appoint a specialist contractor. | Resource / funding |