



Rialtas na hÉireann
Government of Ireland



An Stiúrthóireacht Náisiúnta um Dóiteáin agus Bainistíocht Éigeandála
National Directorate for Fire & Emergency Management

Fire Safety Guide for Building Owners and Operators

Guide for persons having control under Section
18(2) of the Fire Services Acts 1981 and 2003

March 2022

Published by the Department of Housing, Local Government and Heritage

[gov.ie /housing](https://www.gov.ie/housing)

Contents

1.0 Introduction	1
2.0 Interpretation	3
3.0 Person Having Control (PHC)	4
4.0 Requirements under the Fire Services Acts 1981 and 2003	6
4.1 Section 18(2)	7
4.2 Section 18(3)	10
4.3 Section 5	10
5.0 Main Duties	11
5.1 Fire Safety Programme	11
5.2 Fire Prevention	12
5.2.1 Rubbish and Waste	12
5.2.2 Smoking	12
5.2.3 Storage of Gas Cylinders/Cartridges	12
5.2.4 Electrical Installations and Appliances	12
5.2.5 Kitchens	13
5.2.6 Laundries	13
5.2.7 Hot Work	13
5.3 Staff Training	15
5.3.1 Emergency Procedures	15
5.3.2 Evacuation Drills	16
5.3.3 Fire Safety Instructions for Occupants	16
5.4 Checking of Escape Routes	17
5.5 Liaison with the Fire Authority and Assisting the Fire Brigade	18
5.5.1 Liaison with the Fire Authority	18
5.5.2 Assisting the Fire Brigade	18

5.5.3 Plan of Premises	18
5.6 Advise to residents of multi –storey ,multi unit Flat/Apartments.....	19
5.7 Fire Safety Register - Record Keeping.....	19
6.0 Fire Safety Maintenance and Testing.....	22
6.1 Fire Safety Systems: Testing, Inspection and Maintenance	23
6.2 Fire Detection and Alarm Systems	25
6.3 Emergency Lighting System.....	27
6.4 Fire Door Sets	29
6.5 Dry Risers/Fallers, Wet Risers/Fallers, Inlet Breechings and Landing Valves	33
6.6 Fire Fighting Shafts and Lifts.....	34
6.7 First Aid Firefighting Equipment including Hose Reels.....	35
6.8 Corridor and Lobby Smoke Control Systems	36
6.8.1 Stairway Smoke Control.....	37
6.9 Sprinkler Systems.....	39
6.10 Doors on Escape routes, Final Exit Doors and Security Systems.....	40
6.11 Maintenance of Private Fire Hydrants and Water Supplies	42
6.12 Enclosed Car Park Smoke Clearance System	43
6.13 Maintenance of Compartmentation (Fire Stopping)	45
7.0 Buildings containing Flats/ Apartments.....	47
8.0 Recommended Routine Maintenance Schedules.....	49
References.....	61
Legislation	61
Other Publications	62
Appendix A (Informative) Management Responsibilities - Exemplar Premises	64
Appendix B Requirements for Landlords.....	65

Appendix C Instructions for Occupants of Flats.....	67
Appendix D Check Sheets/Log Sheets/Certification of Equipment and Systems	70
Emergency Lighting Log Sheet	70
Emergency Lighting Check Sheet	71
Certification of Smoke Control System	72
Certification of Fire Detection and Alarm System	73
Certification of Fire Detection and Alarm System (continued).....	74
Certification of Fire Detection and Alarm System (continued)	75
Certification of Fire Detection and Alarm System (continued).....	76
Fire Door Fact Sheet	77
Fire Door Check Sheet.....	78
Fire Extinguisher Check Sheet	80
Fire Extinguisher Check Sheet (Continued).....	81
Registered Gas Installers Ireland (RGII) Certificate.....	82
Registered Gas Installers Ireland (RGII) Certificate (Continued)	83
Appendix E	
Definitions / Nomenclature / Abbreviations	84
Glossary of Terms / Acronyms.....	84

1.0 Introduction

The purpose of this Guidance is to assist the person having control of premises in discharging their statutory fire safety responsibilities under section 18(2) of the Fire Services Acts 1981 and 2003. Section 18(2) places a duty on persons having control over a wide range of premises types but excluding a dwelling house occupied as a single dwelling. While the guidance in this document is relevant to all premises (including buildings containing flats/apartments) covered by Section 18(2), additional specific guidance regarding buildings containing flats/apartments is provided in Section 7.0 of this document.

This guide is intended to assist every person having control over premises in the practical understanding and effective implementation of these requirements, and in discharging their statutory responsibilities for fire safety in premises. The text of the relevant section of the legislation is given in Section 4.0. In general, the person having control is required to guard against the outbreak of fire on the premises and to ensure as far as reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

The person having control is legally required to provide a property / premises that is safe including structural fire precautions such as, fire resistance of elements of structure, protection of escape routes and compartmentation appropriate to the building. Additionally all necessary reasonable fire safety measures and procedures should be in place. This may mean ensuring all fire safety systems are regularly maintained (see section 6.0), ensuring the fire safety, features, measures and procedures within the premises, and carrying out remedial works, as and when necessary.

Additionally, section 18(3) places a duty on every person on such premises including buildings containing flat/apartments to conduct themselves in such a way as to – "ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his". In this regard, it would be useful to inform the relevant persons of these duties.

The guide sets out general principles of safety which should be applied, having regard to the individual circumstances of each premises. On-going, routine and planned testing and servicing of fire safety equipment and systems is an essential part of the process to ensure fire safety in buildings; the guide provides recommended practices in this regard to promote a standardised approach. Users of this Guidance are advised that the interpretation and application of the more complex technical information contained in this document should be entrusted to suitably qualified and competent persons.

It is recognised that, as there are many types of premises and as there are differences in the types of buildings, there may be a need for flexibility in the implementation of this guide in particular cases. Guides and codes of practice, relevant for a range of existing buildings, have been issued by the Department of Housing, Local Government and Heritage – These documents provide guidance specific to the type of premises concerned, on compliance with Section 18(2) and in the case of places of assembly compliance with Fire Safety in Places of Assembly (the Ease of Escape), Regulations 1985.

They are available at the Department's website (www.gov.ie/housing), and are listed in other publications.

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2.0 Interpretation

This guide is an aid to, and not a substitute for, professional judgement and/or common sense, and accordingly:

- It should be noted that this guide does not purport to be a statement or legal interpretation of the relevant sections of the Acts or of any of the Regulations made under the Acts. It is not intended as a substitute for professional legal advice.
- This guide is not a legal interpretation of, or substitution for, the legislation and is non-exhaustive.
- The recommendations in this guide are advisory only and are not statutory requirements. Compliance with them does not confer immunity from statutory obligations nor exempt a person from the need to ensure that any relevant statutory requirements are complied with.

3.0 Person Having Control (PHC)

In many cases the fire safety duties of a person having control may be shared and could include, as appropriate some or all of the parties indicated in Figure 1 or other parties. All of these could share the responsibility of the person having control, depending on individual circumstance, or tenancy agreements. The level of responsibility may depend on the amount of control a person or an owner management company or property services company exercises over the premises and its operation.

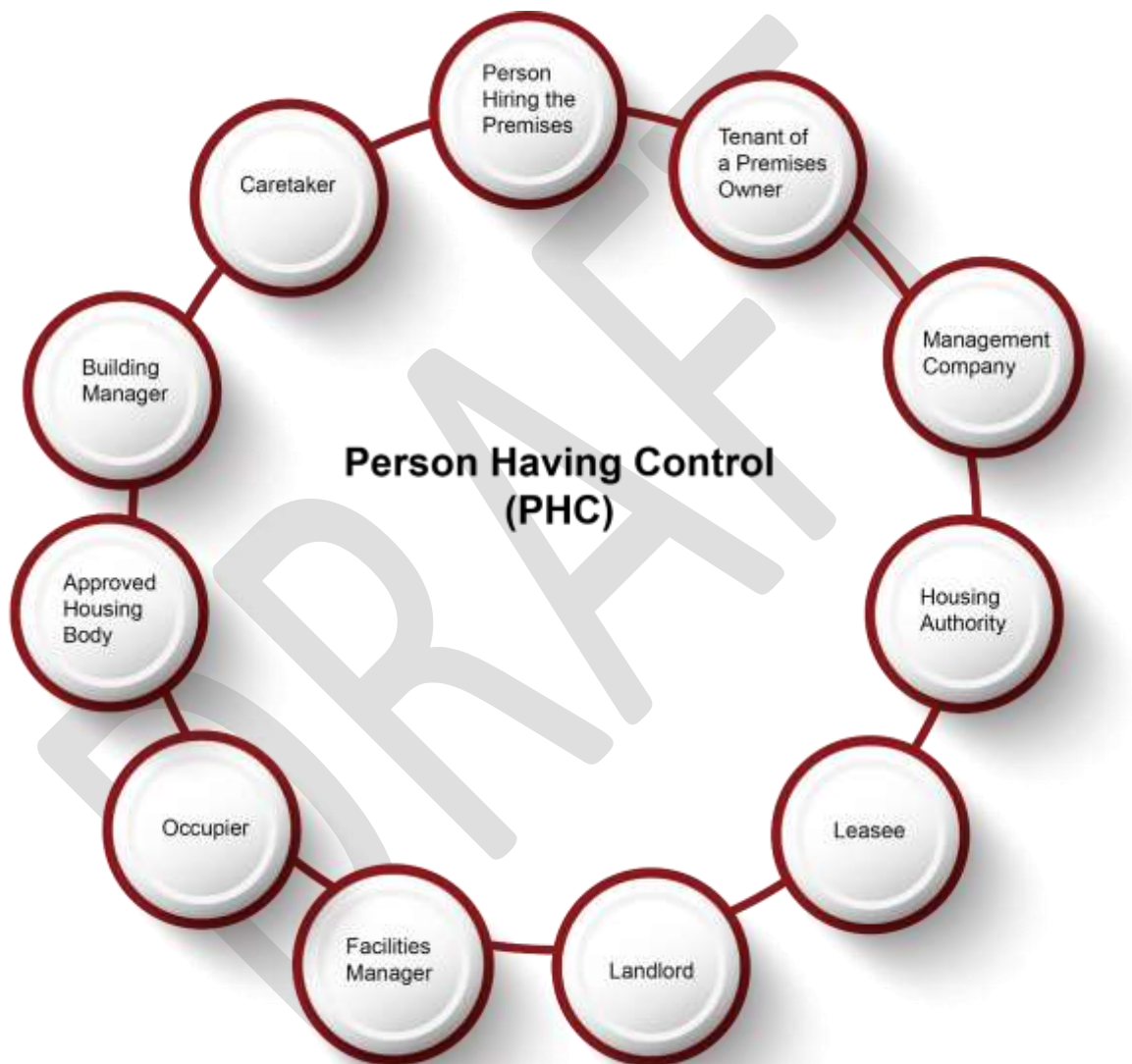


Figure 1 Diagram to illustrate the parties that may hold or share in section 18(2) responsibilities

It is the responsibility of the person having control to ensure that all necessary and appropriate arrangements are in place to deal with the safety of persons on the premises in the event of fire. In small premises, this role might only be a part of the person's job/tasks. This responsibility may be shared amongst a number of parties.

The level of responsibility placed on a person may, to an extent, depend on the level of control s/he exercises over the premises. For example, the owner of premises might normally be expected to ensure that the structural fire safety of the premises is adequate, while, in addition to the owner, a person hiring the premises for a period might normally be expected ensure fire safety in the operation of the premises for example: to prevent overcrowding, to check that the fire exits are unlocked and clear, and that any decorations do not present a fire hazard. However, the lease, the contract between the parties, should clearly identify where responsibility lies and for what aspects.

Where section 18(2) responsibilities are shared between a number of parties – for example, between landlord and tenant(s), or between occupiers of different parts of a building – allocation of responsibility for management of fire safety (including maintenance of the premises, maintenance of active fire safety systems such as fire detection and alarm systems, emergency lighting systems, evacuation procedures, etc.) should be clear between all parties involved

For the majority of building owners /operators, fulfilling their Section 18(2) responsibilities may not require specialist knowledge or expertise. There are general daily routines, such as checking the fire alarm panels and ensuring that escape routes are available for egress, and doors on escape routes are in working order, which can be undertaken by persons without specialist knowledge. See Table 2 Programme Maintenance table below.

For the planned periodic maintenance of fire protection systems, such as fire detection and alarm systems, emergency lighting systems, etc., or for repairs to fire protection systems, the person having control should engage suitably qualified and competent contractors.

Where the person having control requires advice on the provisions for fire safety in a premises, or when considering any building works that may impact fire safety in the building, they should engage suitably qualified competent person(s) with appropriate qualifications and experience who are in one of the following categories:

- Registered Architects that are on the register maintained by the RIAI under Part 3 of the Building Control Act 2007,
- Building Surveyors that are on the register maintained by the SCSi under Part 5 of the Building Control Act 2007,
- Chartered Engineers on the register maintained by Engineers Ireland under section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969, or,
- Members of the Institution of Fire Engineers who hold the title Chartered Engineer.

The local fire authority may give advice on fire safety to the owner or occupier of any premises or to any person having control over any premises.

4.0 Requirements under the Fire Services Acts 1981 and 2003

The 'person(s) having control' are legally required to provide a property / premises that is safe and all necessary reasonable fire safety measures and procedures are in place. This may mean oversight of the fire safety features, measures and procedures within the premises and carrying out remedial works, maintenance as and when necessary.

There are different duties which apply to two different sets of persons -

- (a) Owners, Occupiers, etc.
- (b) Visitors to premises, customers, contractors, residents etc.

An extract from the Fire Services Acts 1981 and 2003 are as follows:

Section 18 - General obligations with regard to fire safety

"This section applies to premises or any part thereof put to any of the following uses –

- (a) Use as, or for any purpose involving the provision of, sleeping accommodation, excluding premises consisting of a dwelling house occupied as a single dwelling;
- (b) Use as, or as part of, an institution providing treatment or care;
- (c) Use for purposes of entertainment, recreation or instruction or for the purpose of any club, society or association;
- (d) Use for the purpose of teaching, training or research;
- (e) Use for any purpose involving access to the premises by members of the public, whether on payment or otherwise,
- (f) Any workplace."

4.1 Section 18(2)

Section 18(2) sets out duties which are placed on the 'person(s) having control' of premises to which section 18 applies.

Section 18(2)

"It shall be the duty of every person having control over premises to which this section applies to –

- (a) take all reasonable measures to guard against the outbreak of fire on such premises;
- (b) provide reasonable fire safety measures for such premises and prepare and provide appropriate fire safety procedures for ensuring the safety of persons on such premises;
- (c) ensure that the fire safety measures and procedures referred to in paragraph (b) are applied at all times; and
- (d) ensure, as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not.

Table 1 Below illustrates the range of measures and actions that may apply in the case of a building with a licenced premises with flat above, to comply with the requirements of section 18(2) of the Fire Services Acts. (This is illustrative only, and should not be regarded as covering the complete range of measures and actions that may be required in every premises.)



Figure 2 Public Licensed Premises with Accommodation Above (separate tenancy)(Generic) Management Responsibilities.

Table 1

Section 18(2)

- 2) It shall be the duty of every person having control over premises to which this section applies to –
- (a) Take all **reasonable measures** to guard against the outbreak of fire on such premises,
 - (b) Provide **reasonable fire safety measures** for such premises and **prepare and provide appropriate fire safety procedures** for ensuring the safety of persons on such premises,
 - (c) Ensure that the **fire safety measures and procedures** referred to in paragraph (b) are **applied at all times**, and
 - (d) Ensure, as far as is **reasonably practicable, the safety of persons on the premises** in the event of an outbreak of fire whether such outbreak has occurred or not.

- Maintain a Fire safety register
 - Identify person(s) having control over premises, and allocate duties and responsibilities
 - schedule and record routine fire safety visual checks/inspections, training, fire drills, servicing and maintenance of systems,
- Put in place a fire safety programme to include the following:
 - Carry out fire safety duties and responsibilities of the person having control – or assign some or all to responsible staff members
 - Periodic inspection of electrical installation - from time-to-time – for example, every 4 years as per I.S. 10101
 - Periodic inspection of gas and oil installations
 - Control of other sources of ignition – such as matches, candles, smokers' materials, overloaded electrics, open fires
 - Regular removal of waste – to avoid build-up of combustible materials
 - Control of readily combustible materials, such as decorations or displays
 - Safe storage of flammable liquids – in limited amounts and in suitable containers
 - Closing procedure: making premises safe, Isolating and unplugging electrical equipment
- Provide a property / premises that is safe
 - Robust building structure and fabric
 - Fire resisting construction to separate commercial premises from living accommodation, and contain a fire event

	<ul style="list-style-type: none"> ○ Provision for early warning - fire detection and alarm system (typically, category L3X – 'X' for interlinking between commercial premises and living accommodation) ○ Emergency lighting, to facilitate escape ○ Sufficient number of suitable escape routes ○ Maintenance and repair as required ● Provide training for staff – at recruitment, and refresh at regular periods – housekeeping, control of ignition sources, waste removal, procedure on discovering a fire or hearing fire alarm, ensuring people evacuate the building promptly and safely, calling the fire service, safe use of fire extinguishers, assisting the fire service on arrival, visual inspection of fire alarm panel, emergency lighting, fire doors, opening up of premises procedure ● Notices for procedure in the event of fire or alarm <ul style="list-style-type: none"> ○ for commercial premises, and ○ for flat above ○ Signs for escape routes ● Provide fire safety information to occupants of living accommodation ● Routine visual check of fire alarm panel, emergency lighting luminaires, fire extinguishers, signage visibility ● Routine check on operation of fire doors, escape routes, doors on escape routes, exit doors ● Regular maintenance (by competent persons) of fire alarm system, emergency lighting, fire doors fire extinguishers (see Table 1 Routine Maintenance below)
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4.2 Section 18(3)

The section 18(3) of the Fire Services Acts 1981 and 2003 also places a duty of care on every person being on the premises specified. Any person on any premises covered by the Act s/he could be a tenant, living or working there, just visiting, attending a show or meeting etc. is under an obligation to conduct themselves properly.

Section 18(3)

“It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his.”

There are two sides to this obligation, referred to in the legislation as an act or an omission. To do anything which would expose anyone to danger from fire (an act) may be a breach of Section 18(3). In addition, failure to do something which would prevent people from being exposed to danger from fire (an omission) may be a breach of Section 18(3).

4.3 Inspection and Enforcement

While fire safety on premises is the responsibility of the person having control, fire services have powers of inspection, and may take enforcement action where necessary to deal with unsatisfactory provision for fire safety on premises.

Enforcement powers range from:

- provision of advice in relation to fire safety
- service of notice requiring steps to be taken in relation to fire safety on premises,
- service of notice requiring closure of premises,
- seeking an order of the High Court, prohibiting or restricting use of premises, or part thereof.

The Fire Services Acts also provide for penalties for contravention of Part III of the Acts, of regulations made under the Acts, or of notices to which the Acts apply.

Penalties on conviction can include fines and/or imprisonment-potentially up to 2 years imprisonment, fine up to €130,000 or both.

5.0 Main Duties

Persons having control, as outlined above have a statutory responsibility in relation to fire safety. This section provides standardised procedures for the development and implementation of a fire safety programme which should be an integral part of the day-to-day management and operation of premises.

There should be clear understanding on the subject of fire safety measures and emergency procedures, to ensure that no element of fire safety is neglected, and no element is unreasonably duplicated, where this could cause confusion in an emergency.

5.1 Fire Safety Programme

A fire safety programme incorporating arrangements for the following should be prepared for each individual premises:

- prevention of outbreaks of fire, through the establishment of day-to-day fireprevention practices;
- instruction and training of staff on all matters relating to fire safety;
- emergency fire procedures and evacuation drills;
- provision of fire safety notices/instructions to people on the premises;
- routine check of fire alarm panels, emergency lighting ,fire extinguishers etc.
- routine check of operation of fire doors, doors on escape routes
exit doors-periodic maintenance of fire protection equipment: fire detection and alarmsystems,
- emergency lighting, fire doors etc.
- maintenance of the building and its fittings and services;
- maintenance of escape routes;
- liaison with the fire authority and assisting the fire brigade; and
- keeping of fire safety records (Fire Safety Register)

A fire safety programme will only be effective if it is implemented in total, and monitored on a day-to-day basis by the persons having control. Most of the areas covered in this section are matters of good housekeeping and can contribute to the maintenance of fire safety standards in a premises.

5.2 Fire Prevention

Fire prevention measures are a key element in the fire safety management of premises. This involves the identification and elimination of potential fire hazards both inside and outside the building, and the establishment of good housekeeping practices, periodic inspections and the diligent application of safety rules. The following fire prevention measures are recommended for adoption in the day-to-day running of the premises.

5.2.1 Rubbish and Waste

Combustible waste materials such as waste-paper, wrappings etc. are frequently the fuel involved in starting fires, and proper arrangements should be made for collection and removal of waste at regular intervals. Pending removal, rubbish and waste should be stored in suitable containers at a designated location, away from sources of ignition. Staff should be made aware of the importance of keeping all areas of the premises clean and tidy. Rubbish and waste should never be allowed to accumulate in stairways or escape routes.

5.2.2 Smoking

Smoking and careless disposal of smokers' materials is a common potential cause of accidental fires. Where permitted, smoking should be restricted to approved areas.

In smoking areas, suitable ashtrays should be provided. Ashtrays should be emptied frequently into metal bins, with any smouldering material being extinguished beforehand.

5.2.3 Storage of Gas Cylinders/Cartridges

Any Liquid Petroleum Gas (LPG) gas containers should be stored outside the building in a separate designated well ventilated and secure store.

5.2.4 Electrical Installations and Appliances

(a) Installations

Inspection and testing of the electrical installation should be carried out by a competent registered electrical contractor in accordance with Irish Standard 10101.

(b) Appliances

Staff should be trained to use electrical equipment correctly and safely, and to report defective electrical equipment. Defective equipment should not be used; repairs as appropriate should be carried out only by competent persons. Equipment should be switched off when not in use.

5.2.5 Kitchens

Good housekeeping practices are essential for fire safety in kitchens. Cookers, extract fans, extraction hoods, filters, ducts and ancillary equipment should be regularly cleaned of oil, grease and dust. Equipment should be serviced regularly.

- do not leave cooking operations unattended;
- take care not to overheat fats/oils;
- do not over-fill cooking pans; and
- do not leave combustible materials (e.g. towels, etc.) over stoves.

Staff should also be familiar with the location and receive training in the safe and correct use of available first aid fire-fighting equipment and procedures e.g. fire extinguishers, fire blankets and any fixed fire suppression systems and use of emergency shut off switches.

5.2.6 Laundries

Rooms used as laundries should be separate rooms. Such rooms may pose particular fire hazards as detailed below.

- (a) spontaneous combustion of compacted fabrics which have been tumble dried. Tumble dryers should have automatic cooling at the end of the drying cycle. Fabrics should not be over-dried and tumble dryers should be unloaded immediately after use and left empty. Tumble-dried fabrics should be loosened to dissipate heat on being taken from the machine.
- (b) Fluff or lint which is extremely flammable can accumulate in laundries. Such materials should be removed on a regular basis especially from hot areas such as electric motors, tumble dryers and other hidden locations. Filters should be regularly inspected and cleaned
- (c) Ironing equipment should be switched off when not in use.
- (d) Solvents which are highly flammable are sometimes used for spot cleaning in laundries. Only small quantities needed for immediate use should be kept in the laundry. The main bulk of this type of liquid and general cleaning solvents should be stored in a suitable lockable metal cabinet. Containers for solvents should be kept closed to prevent the vapours leaking.
- (e) Smoking should be prohibited in laundries and signs to this effect should be displayed.

5.2.7 Hot Work

Adequate fire precautions should be taken when any hot work is undertaken e.g. soldering, welding, etc. and work persons should be carefully supervised. The activities carried out by outside contractors may introduce unusual fire risks. They

may not be as familiar with the premises as those normally present. All activities of outside contractors should be supervised and controlled, and the person(s) having control should ensure that all necessary precautions against fire are taken.

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5.3 Staff Training

For a fire safety programme to be effective, staff should be familiar with the parts of the fire safety programme in which they have a role to play. Comprehensive instruction and training on the relevant areas should be given to all staff including part-time and temporary staff. A record of the training undertaken by the staff should be kept in the Fire Safety Register (see Section 5.7).

Staff should receive training and instruction in relation to the following:

- the fire prevention measures indicated in Section 5.2 above;
- the action to be taken on hearing the fire alarm;
- the action to be taken on discovering a fire;
- the evacuation procedure for the premises;
- the layout of the building including escape routes;
- the location of fire alarm call points and fire-fighting equipment;
- the location of the main fire alarm control and indicating panel and any associated alarm
- panels and their operation;
- the procedure for calling the fire brigade and ambulance;
- the role of fire doors in controlling fire and smokes spread;
- arrangements for assisting the fire brigade;
- fire control techniques including the safe use of first aid fire-fighting equipment; and
- the operation of building services to minimise fire and smoke spread.

5.3.1 Emergency Procedures

If a fire or an emergency situation occurs in a premises it is imperative to respond effectively by calling the fire brigade, evacuating the premises and controlling the incident, if safe to do so, until the arrival of the fire brigade. Accordingly a predetermined plan should be put in place outlining the procedures to be adopted as follows:

- a procedure for raising the alarm;
- a procedure for investigating automatic alarms;
- an evacuation procedure for the occupants, including persons with special needs;
- a procedure for calling the fire brigade;
- a procedure for safely fighting the fire using first aid firefighting equipment;
- a procedure for reporting to a pre-determined assembly point and informing a designated person(s) of the situation;
- a procedure for accounting for each person on the premises; and
- a procedure for assisting the fire brigade on their arrival.

5.3.2 Evacuation Drills

To assess the effectiveness of the predetermined plan and preparatory training given, drills which simulate fire and emergency situations should be carried out on a regular basis. These drills can generally be organised for times which cause minimum disruption to the operation of the premises, but all staff must be involved. The objective of drills are generally.

- to familiarise persons in control with their roles;
- to test the availability and effectiveness of staff training;
- to test arrangements for an emergency situation; and
- to identify shortcomings in the emergency procedures. Each drill should be reviewed afterwards and procedures revised if necessary. Drills should be recorded in the Fire Safety Register.

5.3.3 Fire Safety Instructions for Occupants

In addition to instructions for staff, written instructions on the action to be taken by building occupants on the discovery of a fire or on hearing the fire alarm should be displayed in prominent positions throughout the building. Instructions should be accompanied by a simple floor plan showing schematically the location of storey exits. Particular attention should be drawn to the general advice that lifts should not be used in the event of fire. The type of notice required together with the fire safety instructions is given in Appendix C 1.

5.4 Checking of Escape Routes

In the event of a fire or other emergency, occupants should be able to evacuate the premises quickly and safely by way of routes protected from fire and smoke and free from obstruction. This can only be achieved if escape routes are unobstructed, if fire resisting doors are kept closed, and if exit doors are readily openable at all times while the premises is occupied. All escape routes should be checked on a daily basis. If any obstruction is noticed in the areas of escape, then it should be removed immediately and any necessary steps taken to prevent a recurrence.

Daily checks of escape routes should be carried out to ensure that:

- escape routes are not obstructed and are immediately available for use;
- escape routes are clearly indicated, sign-posted and adequately illuminated
- the emergency lighting indicator in each emergency light fitting is operative
- exit doors are capable of being readily opened at all times;
- doors and gates across escape routes are secured in a manner that they can be easily and immediately opened by persons on the premises;
- curtains, drapes or hangings are not placed across or along an escape route in a manner which would impede or obstruct escape;
- mirrors are not placed across or along an escape route or adjacent to an exit in such a way as to confuse the direction of escape;
- floor coverings, rugs and mats are fixed or laid so that they do not present a trip or slip hazard during an evacuation, and are not used to prop open doors;
- fire resisting doors along escape routes are kept closed at all times, unless where they are held open with electro-magnetic devices linked to the fire alarm system during the day and closed at night;
- external areas at or near exits are kept free of vehicles, portable cabins, excavations and or other obstructions, so as to allow unimpeded escape to a place of safety;

All fire safety signs, notices and instructions which are provided for the building users, staff and the fire brigade should be prominently displayed and be fully and clearly visible at all times. Damaged items should be repaired or replaced. Special attention should be given to signs which form part of the emergency lighting in the building.

5.5 Liaison with the Fire Authority and Assisting the Fire Brigade

5.5.1 Liaison with the Fire Authority

It may be appropriate to liaise and consult from time to time with the fire authority with the following objectives:

- familiarisation of the fire brigade with the premises;
- to ensure the availability of access and appropriate facilities for the fire brigade;
- assistance on fire safety management; and
- advice on fire safety matters generally.

5.5.2 Assisting the Fire Brigade

Private access roads and facilities for fire brigade use should always be accessible. Facilities such as hydrants and other fire-fighting water supplies, dry risers, foam inlets, etc. should be immediately available for use by the fire brigade.

5.5.3 Plan of Premises

In larger or more complex premises plans of the building may be made available to the fire brigade upon their arrival. Such plans may indicate the following:

- staircases and escape routes;
- fire protection facilities including water sources;
- first aid fire-fighting equipment;
- gas and electricity supply shut-off points;
- storage of gas cylinders and other hazardous materials; and
- the control panel for the automatic detection and alarm system and the control device for any ventilation systems.

5.6 Advise to Residents of multi storey multi-unit Flats/apartments

Occupants of multi storey multi-unit Flats/apartments should be provided with a copy of the leaflet “Fire Safety in Bedsits, Flats and Apartments” issued by the Dept. of Environment, Community and Local Government (Appendix C)

5.7 Fire Safety Register - Record Keeping

A Fire Safety Register should be maintained for all premises where Section 18(1) applies. The requirement to maintain a Fire Safety Register falls from the general duties imposed by Section 18 of the Fire Services Act.



The person having control must retain and make available the Fire Safety register for the completed structure. The Safety File should contain up to date information on the completed structure that will be required for the purposes of the Fire Services Acts. This register should be kept on the premises at all times, be kept up-to-date, and should be available for inspection by an authorised officer of the fire authority

This information may also be useful in any future maintenance or renovation. Most active and passive fire safety systems require periodic maintenance/proactive intervention and it is necessary for all interventions to be properly recorded.

The Fire Safety Register is a ‘living’ document with daily, weekly, monthly, quarterly and annually records of fire safety checks / procedures of the life safety systems within the premises undertaken by suitably qualified competent person(s).

Larger more complex premises may have correspondingly more comprehensive fire safety register and schedule of contents with other engineering fire safety systems listed and records of the appropriate maintenance and certification of those systems included.

Appendix A of this guide gives an exemplar of schedule notice for the person having control with some premise’s specific designations for example: Public House with separate residential accommodation above.

It may be useful to compile the Fire Safety Register so that it is in two parts. One part will be more relevant for day-to-day use, for example the fire safety register elements and the operational and maintenance manuals. The other part is for longer-term use and reference, for example drawings that will only be required when major alteration work is carried out. The Fire Safety Register should be produced and maintained in a

user friendly format suitable for future use.

It is necessary for a suitable fire safety register to be maintained for this purpose and the following should be regarded as an indicative minimum schedule of contents -:

(Note - this list is non-exhaustive and not in any order of preference)

- Details of Premises (Address, Owner, Management Company),
- Sprinklers Systems – water,
- Fire Suppression Systems - sprinklers, gaseous, foam,
- Smoke Control Systems,
- Smoke Ventilation Systems,
- Fire Mains – Dry/Wet Fallers – Dry/Wet Risers,
- Static Water Storage Bulk Tanks,
- Fire Water run-off retention holding tanks,
- Site specific process fire containment and suppression measures
 - the name of the person in control i.e. the owner/occupier/manager, and any deputies;
 - As-built construction drawings, and specifications, used and produced throughout the construction process;
 - details of instruction and training given to staff on fire safety and by whom;
 - details of each fire and evacuation drill, the date thereof, the names of those taking part, and the type, objective and results of exercises held;
 - details of fire protection equipment and systems in the premises, (water supplies, hydrants, alarm system, extinguishing system, etc.) type, number, location, etc.;
 - Details of Emergency Lighting Systems (Installation, Inspection Maintenance, and works carried out),
 - Details of Fire Detection and Alarm System (Zones, Detectors, CallPoints, Inspections, Maintenance and works carried out),
 - Details of Fire Doors (Inventory, Inspections, Maintenance and works carried out),
 - Manuals, and where appropriate certificates, produced by specialist contractors and suppliers which outline operating and maintenance

procedures and schedules for plant and equipment installed as part of the structure –

- Details of the location and nature of utilities and services, including emergency and fire-fighting systems;
- Fire and emergency procedures;
- Copies of the relevant granted fire safety certificate(s) and conditions;
 - details of inspections and tests carried out on fire protection equipment and systems, with brief comments on the results of the checks and actions taken (and by whom) to remedy defects;
 - details of each inspection of the building itself, its fittings and services and the actions taken to remedy any defects found; and
 - details of all fire incidents and false alarms that occur and the actions taken as a result

6.0 Fire Safety Maintenance and Testing

The safety and protection of the occupants in the event of a fire will depend greatly on the reliable functioning of fire protection equipment such as fire detection and alarm systems, emergency lighting systems, fire doors, smoke ventilation systems, fire extinguishing equipment and sprinkler systems. In buildings, a high degree of reliance may be placed on such "active" fire precautions, and accordingly, the person having control must ensure that such equipment is operated and maintained to the appropriate standards.

All such equipment should be checked by the person having control or designated member of staff and inspected and maintained on a regular basis by a competent person. Details of inspection procedures for fire protection equipment are given in Table 2 Programme Maintenance table below dealing with that equipment. If faults/deficiencies are discovered they should be noted and corrective action should be taken as well as any appropriate steps to prevent a recurrence.

In addition to regular routine checks and inspections specified in the Fire Safety Register, it is also necessary that equipment is maintained and serviced at recommended intervals and that a record is kept of this work. Maintenance contracts should be arranged with competent companies or persons in accordance with the appropriate standards.

Hazardous situations may develop if the condition of the building itself deteriorates over time. The integrity of walls, doors or floors which are part of fire compartmentation or the protection of escape routes must always be maintained.

6.1 Fire Safety Systems: Testing, Inspection and Maintenance

Planned inspection, maintenance and testing procedures should be established and used to ensure that all fire protection systems can operate effectively when required.

Faults are a life safety issue-not simply a maintenance issue to be dealt with later; faults should be entered in the fire safety register and actioned promptly.

Maintenance should be carried out in accordance with the relevant standards or manufacturer's Instructions at the recommended time intervals and the testing and inspection of these systems should be carried out by suitably qualified competent persons.

All fire safety installations need to be tested individually, but interdependent fire safety installations need to be tested collectively to demonstrate satisfactory interfacing / interlinking (cause and effect), for example operation of automatic opening vents upon the activation of localised fire detection and alarm system.

A clear understanding of how the fire safety equipment and systems operate independently and/or collectively is key to the establishment of the planned routine maintenance programme.

When repairs or alterations are made to the building structure it should be ensured that compartment walls or other passive fire protection systems are reinstated if damaged. Any alterations, additions, repairs or modifications to services and equipment should be carried out only by a suitably qualified competent contractor.

The maintenance requirements for all fire safety equipment and systems should be sought from the equipment and/or system manufacturers, suppliers, their technical advisers and/or specialised contractors. The following non exhaustive list details equipment and systems require ongoing management and routine maintenance

- Fire Detection and Alarm System
- Emergency Lighting System
- Fire Doors
- Dry Mains, Dry Risers, Wet Risers, Inlet Breechings, and Landing Valves etc.
- Fire Fighting Shafts and Lifts
- First Aid Fire Fighting Equipment including Hose Reels (if provided/ required)
- Smoke Control Systems (common areas such as corridors, lobbies and stairwells)

- Sprinkler Systems
- Egress Doors and Security Systems
- Signposting and Way-finding measures to assist firefighting
- signposting Fire Hydrants and Water Supplies
- Managing the responsibility of other tenancies e.g. retail units, offices etc.
- Special provisions: e.g. fire/smoke curtains and shutters etc.
- Periodic auditing and reporting of fire safety management issues and the keeping of a suitable fire safety register/logbook

6.2 Fire Detection and Alarm Systems

The vast majority of buildings will include a fire detection and alarm system installation to I.S. 3218 (see figure 4). A fire detection and alarm system can be a simple manual system with only manual call points (break glass units). In larger or more complex buildings a system will typically include automatic detection (smoke or heat detectors).

The person having control should have a clear understanding and written description of the extent of the fire detection and alarm system and any interaction with the active fire safety systems, sometimes referred to as a 'Cause and Effect' analysis.

In a larger building the fire detection and alarm system may consist of number of separate alarm zones. This can allow the alarm panel (see Figure 5) to indicate the location of a fire in the event of an alarm activation, or a fault in the system.

A zone plan drawing should be displayed on a wall next to the fire alarm panel. This should indicate the locations of the fire detection and alarm zones in layout form for all floors throughout the building.

In buildings containing flats/apartments (see figure 6) the fire detection and alarm systems are more defined with automatic detection in the common areas, ancillary areas and individual apartment units having a domestic fire detection and alarm system (which provides early warning to occupants within the flat, of fire within the flat) independent of the common area system.



Figure 4 Fire Alarm and Detection System



Figure 5 Fire Alarm Panel

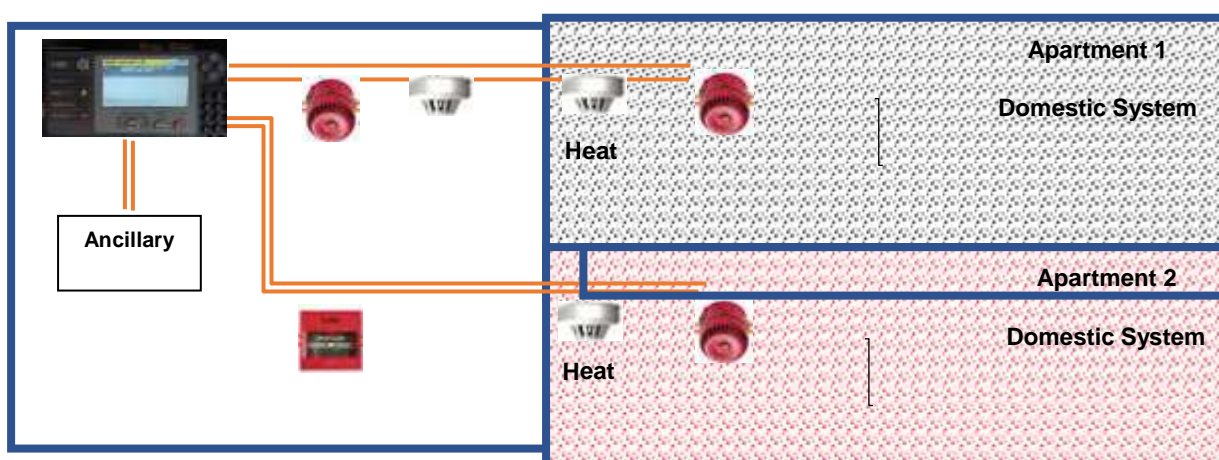


Figure 6 Illustrative Fire Alarm and Detection System in a building containing flats/apartments Storey

The fire safety register should contain details of the fire detection and alarm system.

As noted above, Section 18(3) of the Fire Services Acts 1981 and 2003 places a duty on each occupant to ensure that any person on the premises is not exposed to danger from fire as a consequence of any act or omission on their part.

It is the responsibility of the individual occupiers of each apartment to ensure this system is checked regularly. Reasonable access should be allowed to each apartment for maintenance of the common alarm system.

6.3 Emergency Lighting System

The overall objective of emergency escape lighting is to illuminate escape routes to assist safe exit from a location in a building in the event of failure of the normal electrical supply. Emergency Lighting (see figure 7) automatically illuminates when the power fails assisting occupants to the safest way to the nearest exit. Buildings in Ireland where required should have a functional escape lighting system installed and tested to comply with I.S. 3217 standards. All buildings including buildings containing flats/ apartments will include an emergency lighting system typically used to illuminate the common areas, corridors and stairways and service rooms. Emergency lighting along with exit signposting illuminated in emergency lighting is generally located in the following. (see figure 8)

- Escape route signs
- Changes in level (Stepped Areas)
- Changes in direction
- Corridor intersections
- First aid points
- Fire alarm or fire-fighting points
- Toilet facilities for disabled use
- Motor generator or plant rooms



Figure 7 Emergency Escape Light

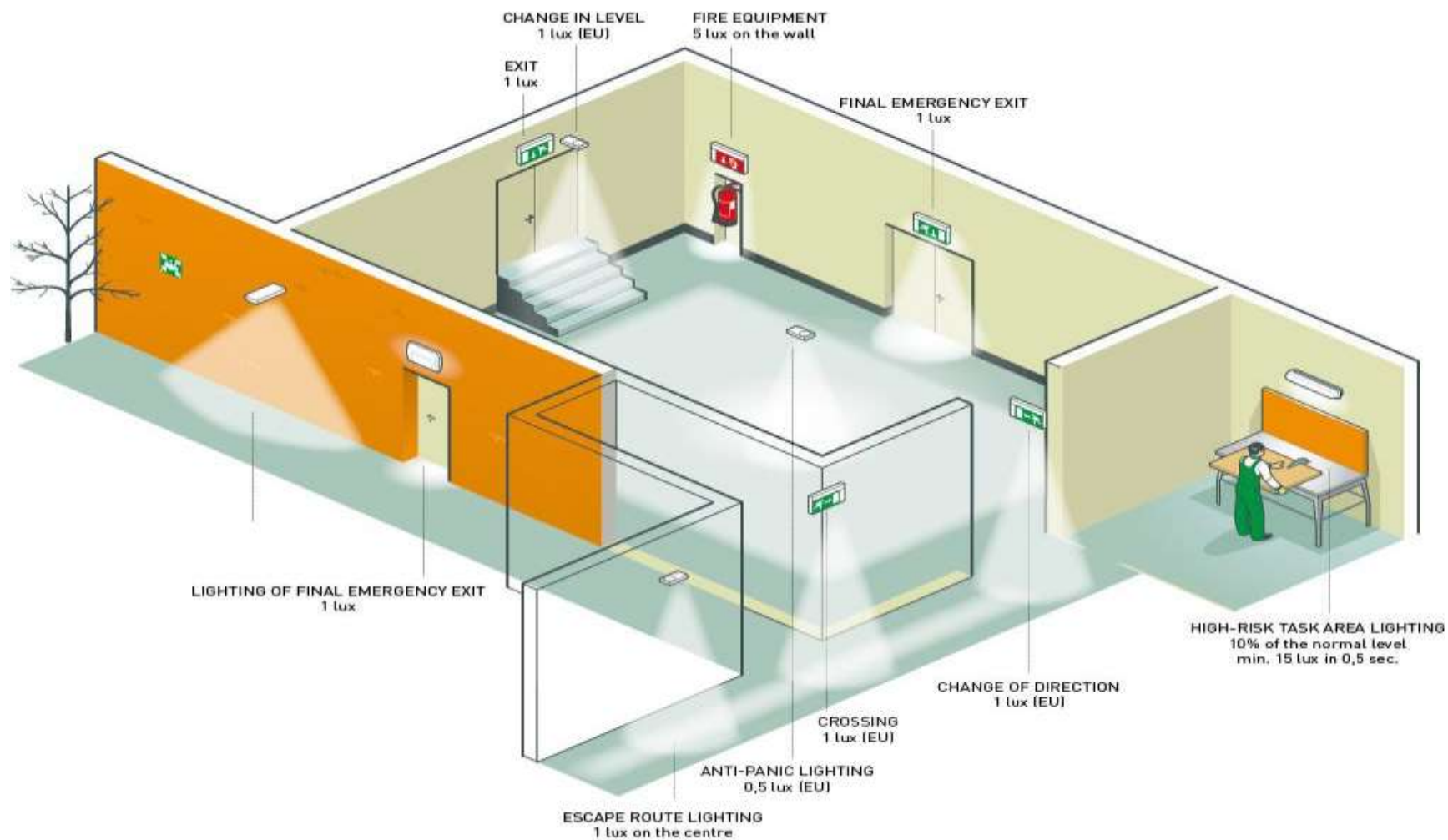


Figure 8 Typical Emergency Lighting Installation

Emergency lighting systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.

6.4 Fire Door Sets

Buildings are sub-divided into compartments to delay the spread of fire and smoke from one area to another. These compartments are usually linked by fire door sets to allow the movement of people around the building. Fire door sets have two important functions in a fire:

- to maintain any compartmentation of buildings
- to allow access and to protect escape routes to enable occupants to evacuate to a place of safety.

A reference to a fire door set includes the door leaf(s), frame and hardware including seals and gaps

Every fire door set is therefore required to act as a barrier to the passage of smoke and/or fire to varying degrees depending upon its location in a building and the type of building. The typical fire rating of fire door sets can offer 30 or 60 minutes fire protection(up to 240mins) where required

Fire door sets must be identified by a label affixed to the top edge of the door (see example Figure 9) or colour-coded plugs inserted into the door (see example fig 10) to indicate their performance in a fire resistance test.

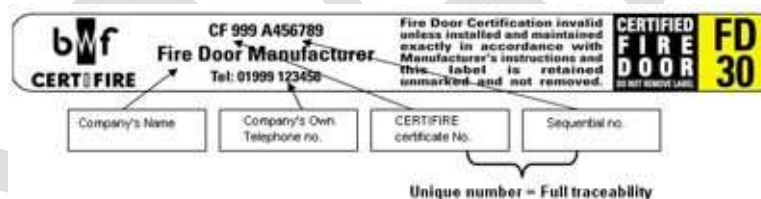


Figure 9 Fire Door Label Example

Identification marks should not be removed or painted over.

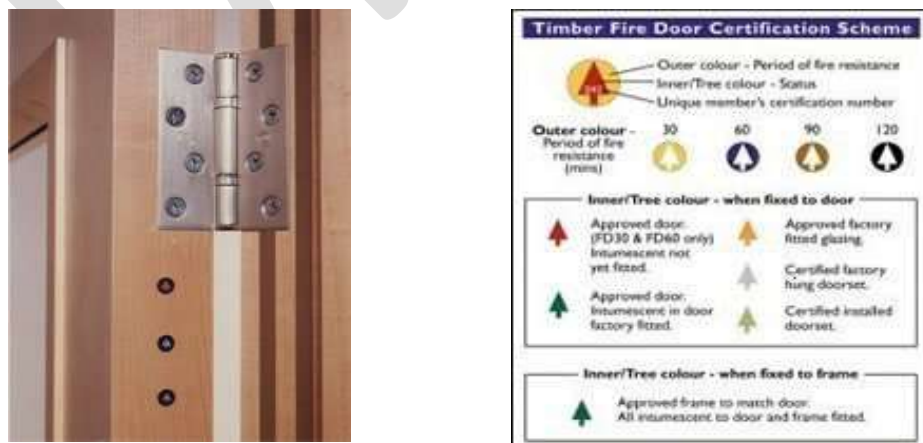


Figure 10 Fire door plug insert Example



Figure 11 Fire Door Performance

The protection provided by a fire door set is demonstrated in figure 11 where extensive fire damage has occurred in a car park. This is an example of how a fire door set in the closed position prevented serious damage spreading to the lobby, with only minor smoke damage occurring.

Figure 12 Fire Door Sign and Self Closing Device



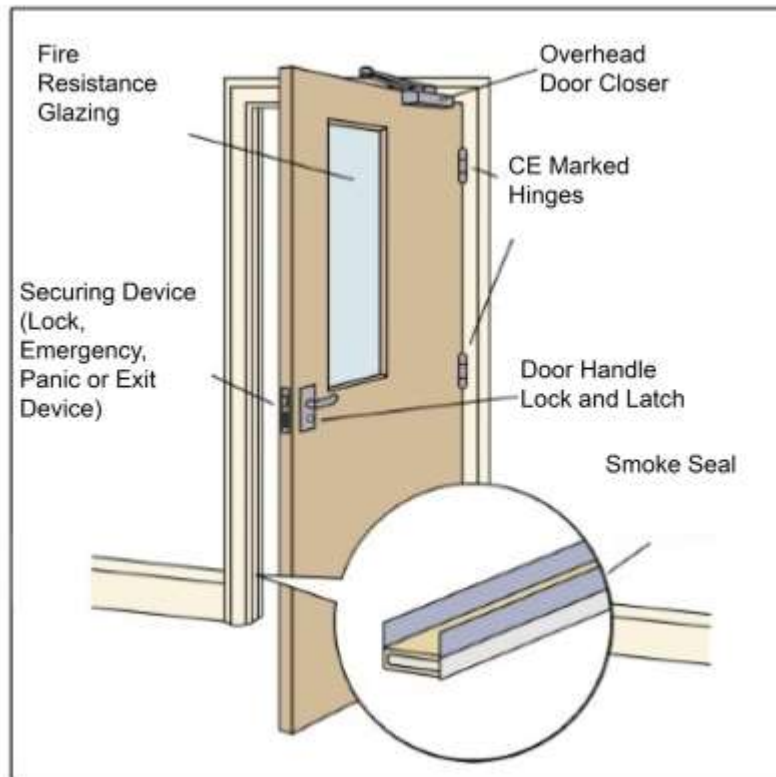


Figure 13 Fire Door Components

Figure 13 illustrates how some of the key elements of a fire door assembly (door and frame and hardware) including seals and gaps.

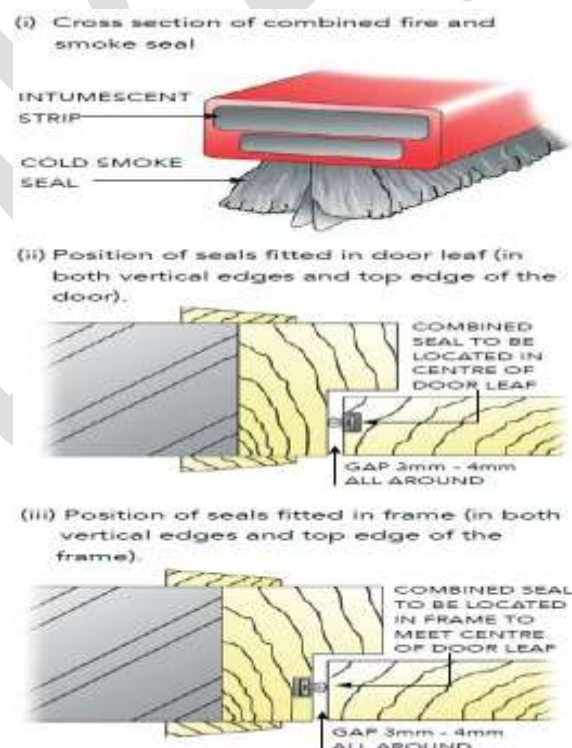


Figure 14 Guidance on the Fitting of Fire Door Seals

Fire door sets typically fitted with intumescent seals around the door or frame. These seals reduce the spread of smoke between the door and frame. The seal swells and seals the gaps between door and frame when exposed to high temperatures. Some fire door sets may additionally be fitted with a cold smoke seal (see Fig 14). Intumescent and cold smoke seals should not be removed or painted over.

An important aspect of ensuring fire doors meet the required standard is the fitting of certified hardware. Mechanical items such as hinges, locks, latches, closers, floor springs etc are likely to wear over time. Where it is necessary to replace worn hardware on a fire door, the essential items should be replaced with products to the same specification as that outlined in the test certification supplied by the door manufacturer.

As with any other life-saving equipment, a fire door should be checked regularly to ensure it functions correctly and is ready to use, and to identify any damage. Any slight alteration to the door or its surroundings can affect the performance of the fire door. Particular attention should be placed to doors where people movement is higher, as these are likely to be more susceptible. Newly occupied buildings may require more frequent checks in the first year of use. Any damage or ineffective operation of a fire door should be brought to the attention of the relevant person and be noted in the fire safety register.

Periodic maintenance should be carried out at least once every six months (see Table 2 Programme maintenance below). Any maintenance of the doors should be carried out only by a competent person.

6.5 Dry Risers/Fallers, Wet Risers/Fallers, Inlet Breechings and Landing Valves

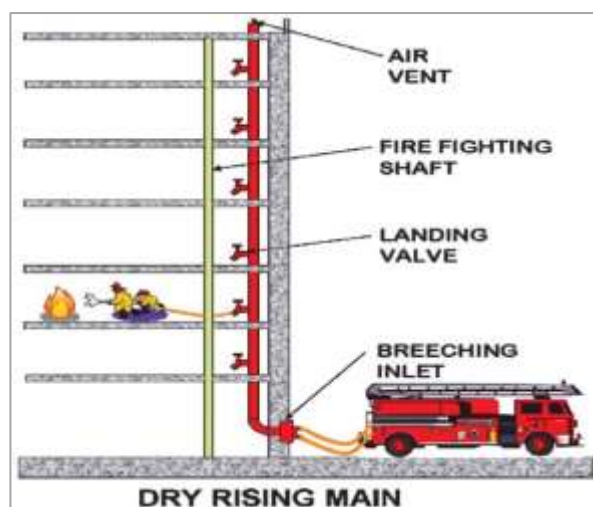


Figure 15 Rising Main

Usually only the larger developments include wet or dry riser/faller installations. These are fixed pipes installed in tall or deep or otherwise complex/inaccessible buildings to eliminate the need for fire-fighting personnel to drag heavy water charged hoses up through the building to carry out fire-fighting operations.

In the case of wet risers (usually only tall or complex/inaccessible developments) a detailed maintenance program is necessary and should be carried out by competent specialists in accordance with Table 2 Programme Maintenance below).

In the case of dry risers/fallers a certain amount of maintenance is required to ensure that for instance the inlet breeching is not vandalised and that the landing valves have appropriate blank caps secured by a leather strap or similar. Figure 15 shows the operation of a dry risers in a fire situation. Figure 16(a) shows examples of typical inlet breech and Figure 16(b) a landing valve. Dry riser/faller systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.



Figure 16(a) Inlet Breeching at exterior of building



Figure 16(b) Landing valve in stairway at upper levels

6.6 Fire Fighting Shafts and Lifts

This is a provision that is normally only associated with taller or relatively inaccessible or complex buildings and includes a series of features collectively referred to as a “Fire Fighting Shaft” which forms a safe area for initiating fire-fighting operations. It normally includes a protected stairway, firefighting lift and protected approach lobby enclosed in fire resisting construction (figure 17) along with a dry or wet riser, a fire fighting lift and specific ventilation provisions.

Ventilation can be achieved by means of a naturally or mechanically ventilated smoke shaft. A firefighting lift, unlike a normal lift, is designed to operate for as long as is practicable when there is a fire in the building. Additional lift control system features are required above that which would be incorporated on a non-firefighting lift. Fire fighting lifts should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.

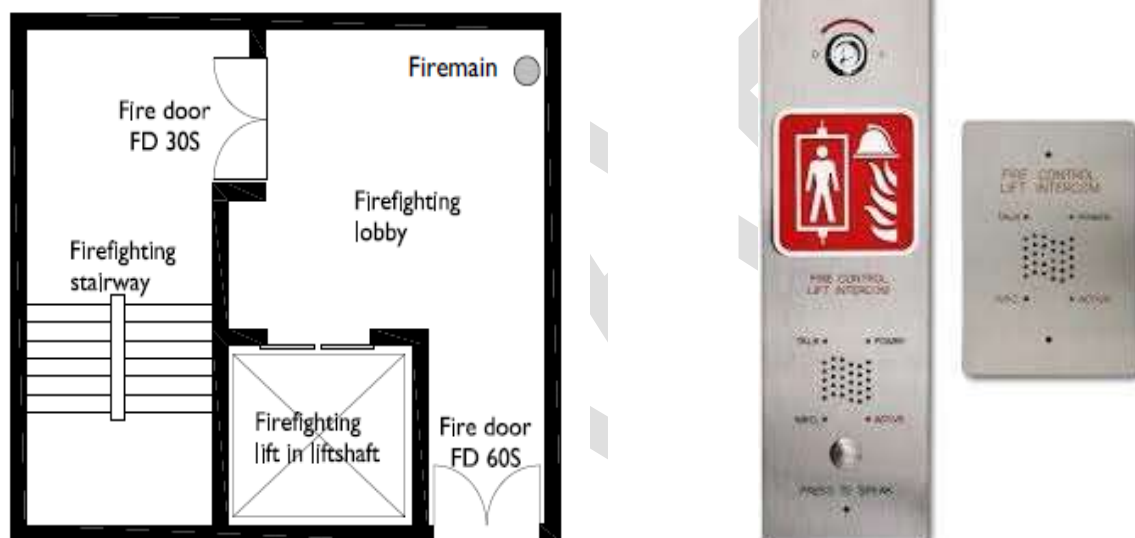


Figure 17 Firefighting Shaft and Firefighting Lift Control Features

6.7 First Aid Firefighting Equipment including Hose Reels

First-aid firefighting equipment can make a valuable contribution to containing and extinguishing fire, depending on the capability of the user.

Where provided, fire extinguishers (figure 18) should be suitable for the type of fire likely to occur. Portable fire extinguishers should conform with I.S.291 and be installed, inspected and maintained in accordance with the recommendations in Programme Maintenance table below. Where provided Hose reel installations (Fig 18) should, inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.



Figure 18 Hose Reel and Fire Extinguishers

6.8 Corridor and Lobby Smoke Control Systems

Smoke Control Systems play an important role in protecting escape routes in many residential buildings in the event of fire. The primary objective is to protect the staircase enclosure, but the system may also provide some protection to the adjacent lobby or corridor.

The person having control should be aware of the type of smoke control system in place and how this is intended to control the spread of smoke in the event of fire. The person having control may need to seek professional advice to ascertain how it will function.

Ventilation to remove smoke may be installed in either the stair lobbies or corridors (Figure 19) that form the common access areas in buildings containing Flat/apartments, as well as in the staircase enclosure itself.

Simple smoke ventilation measures could comprise of either manually or automatically opening windows or permanently opening vents.



Figure 19 Corridor Automatic Ventilators to Smoke Shaft

However, complex natural, automatic or mechanical smoke extraction systems can also be employed using smoke ventilation shafts. .

Where an automatic smoke control system is in place and in the event of heat and/or smoke entering the common areas, the smoke control system is designed to vent the heat and smoke to allow for means of escape to continue to be safely used and to facilitate the fire-fighting activities.

In the case of a system design that employs a smoke shaft, if smoke is detected in the common area, a smoke damper (see Figure 20) into the smoke shaft on only the floor affected will open together with the vent at the top of the shaft. This creates a chimney effect, allowing the smoke to vent to open air or may use mechanical extract to vent the smoke.

All other vents opening into the smoke shaft will remain closed to maintain the fire separation in the building, prevent smoke spreading to other floors and avoid reducing the rate at which smoke is being vented from the affected floor (see Figure 20).

Smoke control systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.

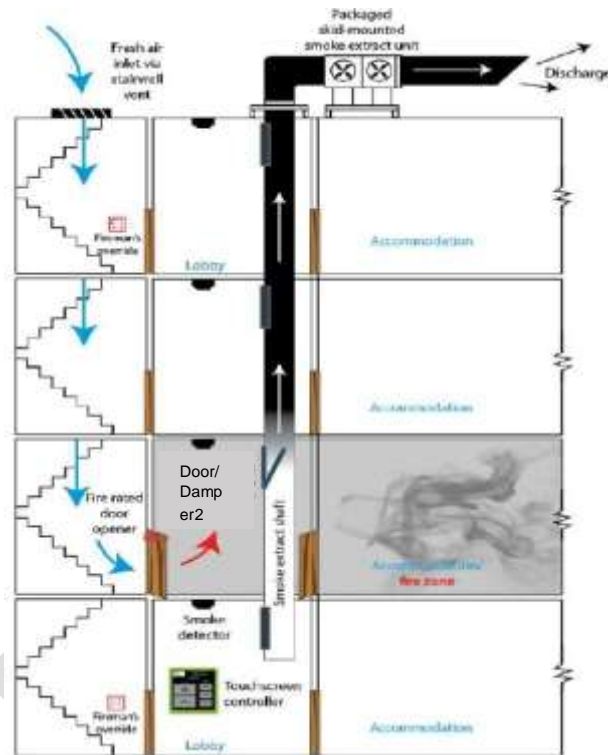


Figure 20 Mechanical Smoke Shaft Operation

6.8.1 Stairway Smoke Control

The ability to ventilate stairways of smoke is an essential part of fire-fighting operations and facilitating means of escape for occupants in buildings. For stairways this normally will take one of 3 forms;

1. The provision of manually openable vents (OV)(in many cases windows on landings in stairways may fulfil this function) at every level in the stairway including at high level at the top of the stairway enclosure or,
2. The provision of a high level automatic opening vent (AOV) at the top of the stairway (figure 21) that is opened on activation of smoke detectors in the stairway enclosure and is additionally manually openable by fire service switch at the entrance level (normally at ground floor level) or,
3. The third method of provision namely pressurisation systems which are less common and use fans to maintain a positive pressure in the escape stairway and thus prevent smoke from entering in the event of a fire.

These systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below



Figure 21 Roof mounted Automatic opening vent (AOV) and Controls

6.9 Sprinkler Systems

Sprinkler installations, where provided, (figure 22) may comprise a single system throughout the building or in buildings containing flats/apartments may comprise a discrete domestic sprinkler system in each individual flat /apartment.

Sprinkler systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below

As noted above, Section 18(3) of the Fire Services Acts 1981 and 2003 places a duty on each occupant to ensure that any person on the premises is not exposed to danger from fire as a consequence of any actor omission on their part. Reasonable access should be allowed to each flat/apartment for maintenance of individual sprinkler systems.



Figure 22 Concealed Sprinkler Head/ Sprinkler Head

6.10 Doors on Escape routes, Final Exit Doors and Security Systems

All doors on escape routes should be readily openable. The time taken to negotiate a closed door can be critical in an escape situation. Doors on escape routes (both within and from the building) should therefore be readily openable if undue delay is to be avoided.

The operation of door fastenings (Figure 24) and emergency and panic escape devices (Figure 23), where fitted, should be checked for ease of operation and opening of the door.(see Table 2 Programme Maintenance table below)

Particular attention should be paid to external doors which are not regularly used as weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.



Figure 23 Panic Escape Device and Thumb-Lock

Security Devices can be an issue in many buildings where on one hand the need to provide simple to use means of escape and on the other hand to provide adequate protection and security of the property. Often it is to this security concern that the occupants turn their attention and seek to secure the building; however this should not be done in a fashion that may contravene fire safety requirements. The following points should be noted:

- The door fastenings on escape routes including those on the main entrance door should not be reliant upon a fire detection and alarm system to render them “openable”. (Figure 23).
- No door on an escape route should require a key, swipe card, proximity card/fob or code to operate from the escape side.

Fire Doors should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.



Figure 24 Egress Door with Door Release Device

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6.11 Maintenance of Private Fire Hydrants and Water Supplies

Normally fire-fighting operations rely on the provision of appropriate water supply in the form usually of hydrants and sometimes as static water supplies such as ponds or tanks etc. The access to and identification of such facilities for speedy use is fundamental for successful fire-fighting operations.

If the building has a fire hydrant(s) on its site, identification is required in order that firefighters can locate the hydrant(s) quickly. A hydrant indicator plate (figure 25) to BS 3251: 1976 should be fitted at 450mm over the footpath surface level. The plate will show the diameter of the watermain in millimetres on the upper part of the plate and the distance in metres of the marker from the hydrant on the lower part of the plate.

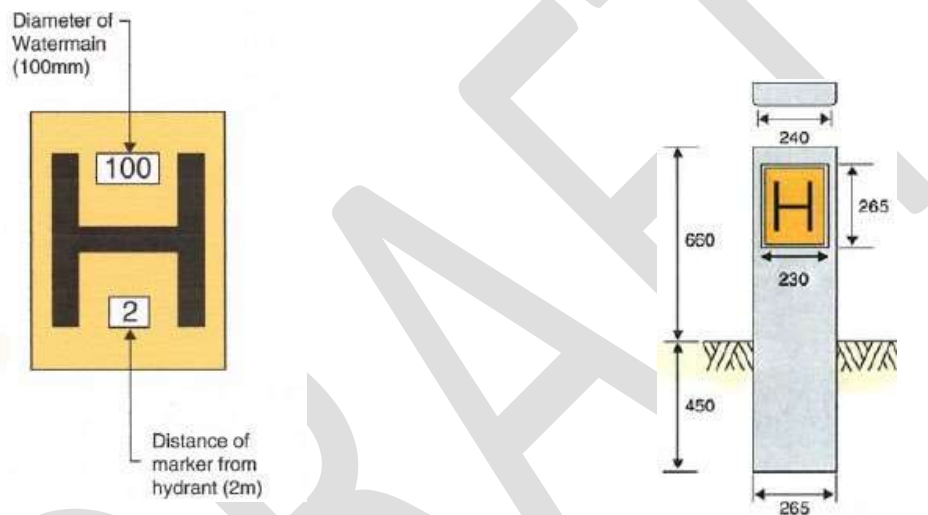


Figure 25 Hydrant Markers

All the characters are black and the remainder of the front face should conform to colour reference number 309 (Canary Yellow) of BS 381C.

Fire hydrants should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.

6.12 Enclosed Car Park Smoke Clearance System

Ventilation of enclosed car parks are employed to limit concentrations of carbon monoxide (CO) and other vehicle emissions in the day-to-day use of car parks and to remove smoke and heat in the event of a fire. The same equipment/system is often used to satisfy both requirements. The following types of ventilation systems may be employed for a covered car park area or level(s).

- natural ventilation (permanent openings to the external ,see Fig 27)
- ducted mechanical ventilation systems.
- mechanical ventilation systems(see Fig 26)

Louvres, dampers, and powered smoke extraction fans are also often integrated into the mechanical systems.

In the event of a fire car park ventilation systems can fulfil one or more of the following:

- (a) assist fire-fighters to clear smoke from a car park during and after a fire
- (b) provide relatively smoke-free access for fire-fighters to a point close to
- (c) the seat of the fire
- (d) Keep escape routes from the car park free of smoke



Figure 26 (a) Car Park impulse Ventilation System

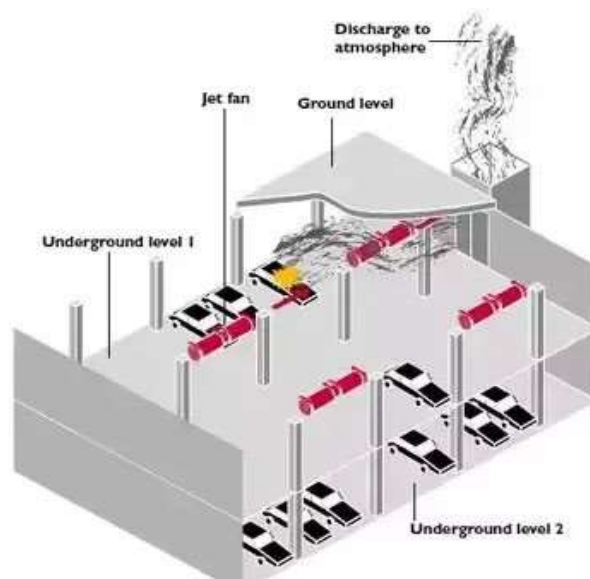


Figure 26 (b) Car Park impulse Ventilation System

Any ventilation system, unless permanently open (Figure 27), is dependent upon suitable power supplies and controls for correct operation. Ventilation systems interact with other building services and fire protection systems in normal operation, whether by design or as a by-product of operation. Figure 26 shows impulse (or jet) fans used to clear smoke from an enclosed or underground car park.

Ventilation systems should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.



Figure 27 Car Park permanent ventilation openings to the external air

6.13 Maintenance of Compartmentation (Fire Stopping)

Buildings are commonly divided into separate spaces called compartments and separated from each other by fire resisting construction to limit the spread of fire from one compartment to another. This is often done where parts of the building are in separate uses, and to limit the size of individual compartments. Fire compartmentation is the term used to describe this fire resisting construction.

This is one of the fundamental criteria for fire safety design in larger buildings. In an apartment building, each apartment unit is a single fire compartment. For this reason the carrying out of works in an apartment building is normally strictly controlled.

In cases where damage to compartmentation is noted, repairs should be carried out only by a competent contractor.

In buildings, services, pipes, ducts may pass through compartment walls or floors. Special measures, known as fire stopping are taken to ensure the fire resistance of the compartmentation is maintained around these penetrations.

Fire stopping arrangements (figure 28) are maintained and certified by a specialist firestopping contractor if additional penetrations are made through the fire stopping materials from one area to another. In cases where damage to fire stopping is noted, repairs should be carried out only by a competent contractor.



Figure 28 Fire Stopping of Pipe Penetration Wall



Figure 29 Service Risers in Common Areas

Fire stopping can be an issue in service risers. Riser cupboards are usually located within the communal areas of buildings and contain pipework and cabling for the main services provided to the building: telephone, satellite television, broadband, drainage, electricity and water. Figure 29 shows a typical riser door (fire rated) opening to the service riser with services. It is important that the service riser doors are kept locked and secure and risers are not used to store any items.



Figure 30 Fire/Smoke Dampers

Fire /smoke dampers are active devices used in heating, ventilation, and air conditioning (HVAC) ducts to prevent the spread of fire inside the ductwork through fire resistant walls and floors (see figure 30). When a rise in temperature occurs, the fire/smoke damper closes, usually activated by a thermal element which melts allowing springs to close the damper blades. A fire/smoke damper is similar to a fire damper but also prevents the spread of smoke inside the duct. Fire/smoke dampers also close upon receipt of an electrical signal from a fire alarm detector(s), indicating the presence of heat or smoke in the building occupied spaces or in the HVAC duct system.

Fire & Smoke Dampers should be inspected and maintained in accordance with the recommendations in Table 2 Programme Maintenance table below.

7.0 Buildings containing Flats/ Apartments

In buildings containing Flats/apartments the Section 18(2) responsibilities are likely to fall on the Owners' Management Company (OMC). The guidance throughout this document will be of assistance to OMCs in meeting these responsibilities. This section contains specific information relating to buildings containing flat/apartments.

To ensure that OMCs have the capacity to meet their Section 18(2) responsibilities they will require a reliable funding stream from service charges on individual units. OMCs should set service charges at a realistic level and take steps to ensure that they collect service charges regularly.

Owner Management Companies should review the arrangements for ensuring that appropriate fire protection facilities are present within buildings containing flats/apartments and are checked and maintained routinely, and behaviour which could endanger fire safety or unacceptable practices by residents or others can be prevented. The removal/disabling/failure to maintain smoke alarms in individual flats (or other actions or behaviours which endanger fire safety) may be a breach of Section 18(3) of the Acts.

In buildings containing flats/apartments each flat should be an individual compartment and should be provided with early warning to occupants of the flat through a separate domestic FDAS system. The removal/disabling/failure to maintain domestic smoke alarms (or other actions or behaviours which endanger fire safety) may be a breach of Section 18(3) of the Fire Services Acts.

A separate system should be provided in common corridors and stairways supplemented by a heat detector inside each flat entrance door; this system is intended to give warning generally throughout the building.

The OMC should ensure that each flat is provided with instructions for the occupants as to how to react in the event of fire or alarm. (see Appendix C, C1). In general the appropriate response is to evacuate immediately to a place of safety outside the building. Persons with disabilities may proceed to a designated refuge (a place of relative safety within the building) and await assistance if required.

Apartment buildings can consist of many variations in size, height and design and include mixed uses and various ancillary areas. The mixed uses can include commercial entities such as shops, offices and assembly and recreation units. The ancillary areas can include upper levels and/or basement car parks and/or plant and storage areas. Figure 31 illustrates an indicative apartment design with a range of fire measures including active and passive systems. Not all apartment buildings will include all the systems shown as the presence of such system(s) will depend on many factors such as the height of building, the length of common corridor and the presence of protected entrance halls (PEH) inside apartments.

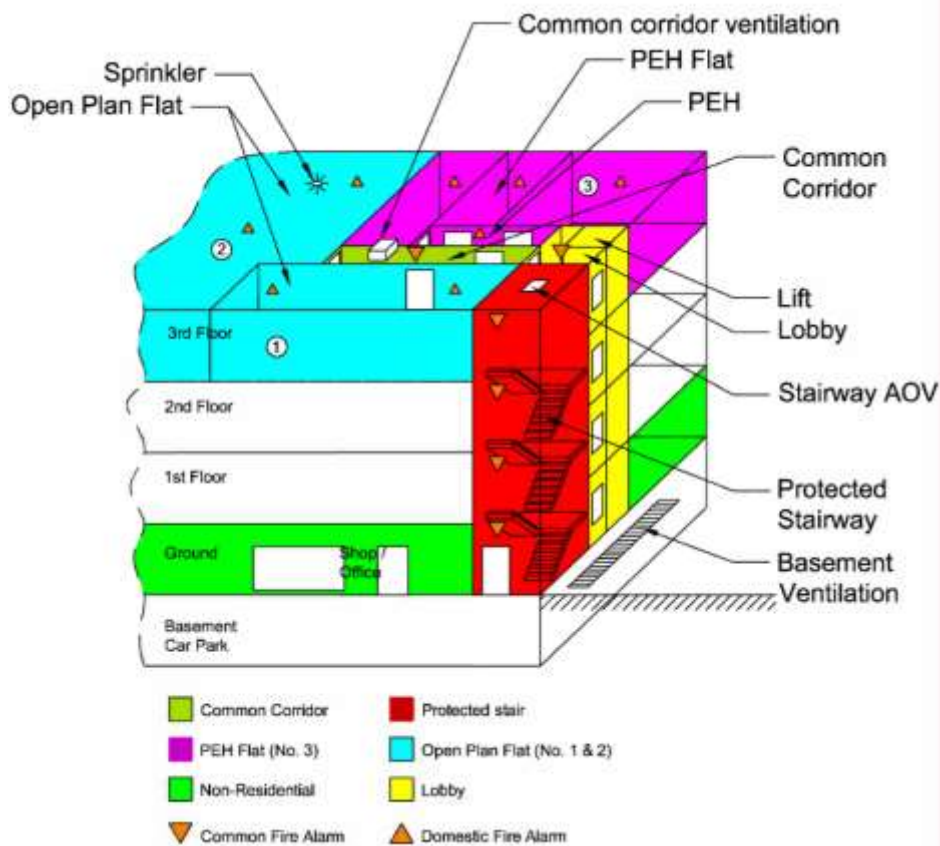
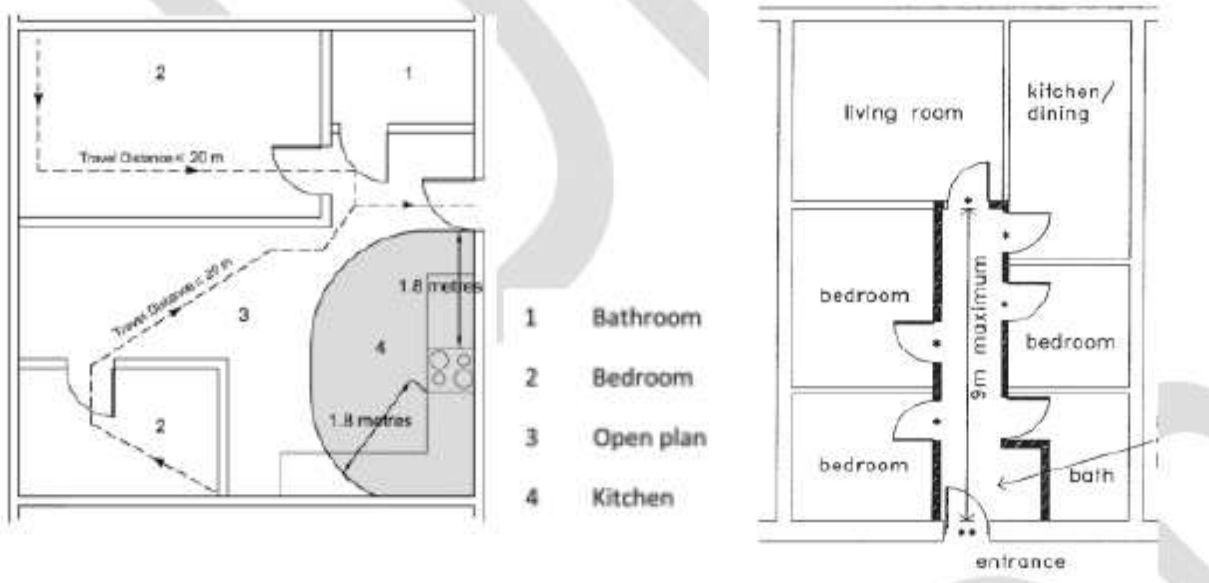


Figure 31 Indicative Apartment Block

Figure 32 indicates different internal layouts inside an apartment unit with an open plan and entrance hall arrangement. Open plan apartment layouts are generally provided with residential sprinkler systems.

In flat/apartment buildings there are general provisions to remove or dilute smoke in common corridors and stairways so as to keep them clear for escape when required and for fire service intervention. Such smoke control systems can be either natural openings directly to the outside (i.e. a window ope) or mechanically assisted with motorised fans and smoke shafts (See section 6.8).



Open Plan Flat/ Apartment

Protected Entrance Hall Flat/ Apartment

Figure 32 Flat/Apartment Layouts

8.0 Recommended Routine Maintenance Schedules

A table of recommended routine maintenance schedules is presented for the typical fire safety equipment and systems in buildings. The schedules are tabulated into daily, weekly, monthly, quarterly, bi-annual and annually activities. Many of the daily, weekly and monthly activities can be carried out without expert knowledge of the equipment or system and this is indicated by the green columns. The non-green coloured columns for the quarterly, bi-annually and yearly activities are carried out by specialised contractors who have competency in their specific areas and can provide certification to the relevant standard for the work carried out.

As already stated, the definitive maintenance requirements for all fire safety equipment and systems should be sought from the equipment or system manufacturers, suppliers, their technical advisers and or specialised competent contractors. It is important to restate that care should be taken to ensure competent skilled contractors are employed to carry out fire safety equipment and systems maintenance works. The contractor(s) tasked with works should be part of a registered contractor's association where relevant for their trade. The schedules presented are recommended in the relevant guidance or standard appropriate for the equipment or system.

Systems such as the electrical installation and gas installations should be subject to periodic inspection and testing by a competent person as recommend by the appropriate standard such as I.S. 10101- National Rules for Electrical Installations and I.S. 820 – Non-domestic gas installations or I.S. 813 Domestic gas installations.



Table 2; Illustrative Routine Maintenance Programme Schedule for Buildings






Regular Checks to be carried out by designated person



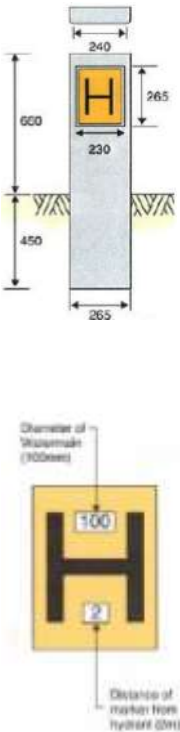
Planned maintenance to be carried out by a competent person

Maintenance Schedule for Active and Passive Fire Systems						
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire Detection and Fire Alarm Systems I.S. 3218 	All fire detection and fire alarm systems should be checked daily. In particular, it should be ensured that: a) the control and indication panel indicates normal operation or, if any fault is indicated, that it has been logged and the appropriate action(s) taken; b) any fault recorded the previous day has received attention.	All fire detection and fire alarm systems should be checked weekly. In particular, it should be ensured that: a) the control equipment is able to receive a fire signal and to initiate the evacuation procedure, recording which trigger device has been used, in accordance with I.S 3218. b) any standby batteries are in good condition and the fuel, oil and coolant levels of any standby generators are correct, topping up as necessary.		See section 9.2.2.5 of IS 3218. A Test/Service certificate should be issued by the competent person upon completion.		See section 9.2.2.6 of IS 3218. A Test/Service certificate should be issued by the 'competent person' upon completion.
Emergency and escape lighting systems I.S. 3217 	The minimum operational requirements shall be checked as stated in section 16.2.1 of I.S. 3217. Additional checks to those listed above may be necessary due to either the type of system installed or as a result of other factors.	In addition to the daily inspection methodology, schedule and checklist as detailed in 16.2.1, the following as detailed in 16.2.2 of I.S. 3217 shall be carried out on at least 25 % of the emergency lighting system so that 100 % of the system is checked at least every 4 weeks. a) visually check that each emergency lighting lamp, in all maintained type and or combined (sustained) type emergency luminaires, are operational and illuminated. b) in the case of all self-contained and ATS (Type S) emergency luminaires check that their LED status indicators are illuminated and showing healthy condition/status,	See 16.2.3 of I.S. 3217 - In addition to the weekly inspection methodology, schedule and checklist (16.2.2).	See section 16.2.4 of I.S. 3217. Upon completion of the quarterly inspection and test, a report for inspection, testing and servicing, as detailed in Annex C1 and Annex C7 shall be issued to the owner or occupier.		See section 16.2.5 of I.S. 3217. Inspection and testing is carried out once in every 1 year period subsequent to the completion of 3 three monthly (quarterly) inspections and tests.

		c) ensure that all non-illuminating lamps are replaced.		<p>A copy of the report shall be placed in the emergency lighting logbook.</p> <p>The schedule for periodic inspections and tests due dates shall be updated with the required information (see Annex F for model schedule).</p>		All emergency lighting systems shall be tested to their rated duration.
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Sprinkler systems Commercial Systems and Residential (Inside apartments) Systems I.S. EN 12845 I.S. EN 16925 B.S. 8458 	Commercial Sprinklers refer to Section 20 of IS EN 12845 for maintenance Requirements The installer shall provide the user with a documented inspection and checking procedure for the system. The programme shall include instruction on the action to be taken in respect of faults, operation of the system, with particular mention of the procedure for emergency manual starting of pumps, and details of the maintenance routines.	The Commercial sprinkler system should be subject to a weekly inspection and test as detailed in Section 20.2.2 of I.S. EN 12845: 2015+A1: 2019 by a competent person.	The Commercial sprinkler system should be subject to a monthly inspection and test as detailed in Section 20.2.3 of I.S. EN 12845 by a competent person.	The Commercial sprinkler system should be subject to a quarterly inspection and test as detailed in Section 20.3.2 of I.S. EN 12845 by a competent person.	The Commercial sprinkler system should be subject to a half annual inspection and test as detailed in Section 20.3.3 of I.S. EN 12845 by a competent person.	The Commercial sprinkler system should be subject to a half annual inspection and test as detailed in Section 20.3.4 of I.S. EN 12845 by a competent person.
	Residential Sprinklers refer to Section 18 of I.S. EN 16925 for maintenance Requirements Water Mist Systems refer to Section 8 of BS 8458 for maintenance requirements.					



System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire door automatic release mechanisms EN 1155 	All doors that are held open by automatic release mechanisms should be released daily.		<p>The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded.</p> <p>Any doors that are found to be faulty should be repaired or replaced.</p>			
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Portable fire extinguishers and hose reels I.S. EN 291 I.S. EN 671 Part 1 I.S. EN 671 Part 2 I.S. EN 671 Part 3 	<p>All points should be checked daily at which portable fire extinguishers or hose reels are usually located. Missing fire extinguishers or hose reels should be replaced immediately.</p> <p>Any extinguisher used in a fire or for training, or otherwise discharged, should be recharged immediately. Damaged extinguishers or hose reels should be repaired or replaced</p>	<p>All gaseous, foam and powder extinguishing systems should be checked weekly. In particular, it should be ensured that:</p> <ol style="list-style-type: none"> any pressure gauges are functioning correctly; all operating controls are both properly set and accessible; all indicators are functioning correctly; the equipment, particularly pipework and nozzles, is free from dust and dirt, is not physically damaged nor leaking, and remains in its designed position; the fire risk and its enclosure have not changed; the quantity of extinguishing medium is correct and for foam systems, the water supply is available and at the correct pressure. 	<p>A monthly check should be carried out to ensure that all personnel who might have to operate the equipment or system(s) are properly trained and authorized to do so, and in particular that new employees have been instructed in their use.</p>			<p>All portable fire equipment (PFEs) shall be maintained in accordance with Clause 9 of I.S. 291 at intervals not exceeding 12+/- 1 month.</p> <p>All Hose Reel equipment shall be maintained in accordance with Clause 6 of I.S. EN 671 Part 3 annually.</p>

			<p>Hose reels should be visually inspected once a month.</p> <p>In particular, it should be ensured that there are no leaks and that drum assemblies are free to rotate on their spindles.</p>			<p>Every 5 years all hoses shall be pressurized to maximum working pressure according to EN 671-1 and/or EN 671-2.</p>
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
<p>Smoke control systems for means of escape and fire-fighting B.S. 7346-8:2013</p> <p>Smoke Control Association – Guidance on Smoke Control to Common Escape Routes in Apartments</p>  		<p>Actuation of the system should be simulated once a week. It should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), natural exhaust ventilators open, automatic smoke curtains move into position, etc.</p> <p>NOTE On large multi-zone installations it might be acceptable, with agreement from the relevant authorities, to rotate the equipment tested so that a system is tested every week and individual items are operated at intervals of no more than three months.</p>		<p>The actuation of all smoke control systems should be simulated once every three months.</p> <p>All zones should be separately tested and it should be ensured that any fans and powered exhaust ventilators operate correctly, smoke dampers close (or open in some systems), etc.</p>		<p>Every 12 months, in addition to the manufacturer's recommendation and weekly tests, the entire system should be tested by following the original acceptance test procedure. A test certificate should be issued.</p>


System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
<p>Fire hydrants/ Mains</p> <p>B.S. 9990</p> 		<p>All fire hydrants should be checked once a week. It should be ensured that there are no obstructions impeding access, that the indicator plates are in position, and that the isolating valves are locked open.</p>			<p>All fire mains should be inspected every six months. It should be ensured that:</p> <ul style="list-style-type: none"> a) inlets, landing valves, drain valves, door hinges and locking arrangements for inlet and landing valve boxes are ready for immediate use, and spindles, glands and washers are in a satisfactory condition; b) for wet mains: <ul style="list-style-type: none"> 1) booster pumps and their associated mechanical and electrical apparatus are functioning correctly; 2) storage tanks are full of clean water. 	<p>Arrangements should be made by the owners or the occupiers to ensure that, at least once a year, maintenance is carried out on all private fire hydrants by a competent person.</p> <p>Periodical inspections should be made to ensure that flow and pressure supplies have not deteriorated.</p>


System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Standby Generators B.S. 9991 			<p>Any standby generator should be started up once a month by simulating failure of the normal power supply, and allowed to energize the system for at least 1 h, while the system is monitored for any malfunctioning caused by the use of the generator.</p> <p>After restoring the normal supply, the charging arrangements for the generator starting battery should be tested, and the appropriate action should be taken if they are found not to be functioning correctly.</p> <p>In addition, the oil and coolant levels should be topped up and the fuel tanks filled.</p>			

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Fire Doors B.S. 8214  				Door Leaf Does the door leaf sit against the door stop and is it free from distortion? If the door is veneered or lipped, is the glue still holding these products firmly in place? Is the door free from damage including dents and holes? Door Frame Is the door frame firmly attached to the wall? If a planted door stop is present, is it firmly attached? Is the frame to door leaf gap consistently 3mm? (tolerance of +/- 1mm) Door Closers Open the door to 5 degrees or 75mm. Does it close and engage with the latch? Is the closer correctly attached to the door and frame? Is the closer free from damage and not leaking? If unlatched, does the closer hold the door in line with the frame and intumescent seal? If hung in pairs, do they close in line if both opened and released together? Hold Open Devices (only electronically powered allowed) Does the hold open device release the door when required? Lock and Latch Does the latch hold the door firmly in place without rattling? Glazing and Glass Is the intumescent seal continuous and attached to the glass and bead? Are the glazing beads well attached to the frame and free from damage? Is the glass free from damage and cracking? If the glass has been replaced, is it fire rated glass? If glazing panels are below 1500mm from the bottom of the door, is the glass safety glass? Threshold Gap Is there a consistent gap under the door that allows it to swing without touching the floor covering? Is the door to floor covering gap consistently 10mm or less when the door is closed? Intumescent/Smoke/Acoustic Seals Are intumescent seals in place? Are the seals well attached inside the groove in the frame or door leaf? Are the seals continuous around the frame?		

Fire Doors (continued) 				<p>Are the seals free from damage? If you have a brush or fin type seal, is it free from damage?</p> <p>Hinges Are there a minimum of 3 hinges with all the screws fitted? Are all the screws the correct size? Are the hinges free from metal fragments and oil leakage, which are signs of wear? Are the hinges free from packing?</p>		
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Emergency and panic escape doors I.S. EN 1125 	<p>Note: The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked regularly for ease of operation and opening of the door. Weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.</p>		<p>To ensure performance the following routine checks should be undertaken at intervals of not more than one month (or the period recommended by the producer);</p> <ol style="list-style-type: none"> Inspect and operate the panic exit device to ensure that all components are in a satisfactory working condition; using a force gauge, measure and record the operating forces to release the exit device. Ensure that the keeper(s) is (are) free from obstruction. Check that the panic exit device is lubricated in accordance with the producer's instructions. Check that no additional locking devices have been added to the door since its original installation. Check periodically that all components of the system are still correct in accordance with the list of approved components originally supplied with the system. Check periodically that the operating element is correctly tightened and, using a force gauge, measure the operating forces to release the exit device. Check that the operating forces have not changed significantly from the operating forces recorded when originally installed. 			

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Dry/Wet Risers I.S 391 2020  	<p>Note: Routine periodic visual checks of all fire main inlet and landing valves should be carried out to ensure that they have not been subjected to vandalism or damage, and to ensure that all inlet and landing valve boxes and/or riser cupboards are suitably secure and clear of storage or debris.</p> <p>The frequency of this visual check should be determined by the person having control as part of the building fire safety management strategy and/or fire risk assessment.</p>				<p>Inlets, landing valves, drain valves, door hinges and locking arrangements to the inlet and landing valve boxes should be inspected every six months. Particular attention should be given to all valves, spindles, glands and washers to ensure that they are in satisfactory condition, so that all equipment is ready for immediate use.</p>	<p>For dry fire mains, the tests in 7.3.1 to 7.3.2 and 7.3.5.1. of IS 391 should be carried out annually.</p> <p>For wet fire mains, the tests in 7.4.2.1 and 7.5.3.1.1 of IS 391</p> <p>In addition the following checks, should be carried out</p> <ul style="list-style-type: none"> a) internal cleanliness, condition and water level of storage tanks, including the operation of float valves and any water level alarms; b) booster pumps and their associated mechanical and electrical equipment; c) electrical supplies and equipment to prevent freezing; d) operation of system

						monitoring and alarms. Where pressure regulating valves are installed
System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
Firefighting Lift I.S. EN 81-72 		<p>Operation of the firefighters lift switch to check the lift returns to the fire service access level, parks with its doors open and that the lift does not respond to landing calls.</p> <p>The lift should be connected to the fire detection system. Check to ensure that the lift responds to the instruction from the detection system.</p>	<p>Simulation of a failure of the primary power supply to check changeover to the secondary supply and operation from the secondary supply. If the secondary supply is from a generator, it should energize the lift(s) for at least 1h.</p>		<p>A full test of the firefighters lift operation from the firefighters lift switch and the fire detection system operation from the secondary power supply to check the full firefighting facilities including communication systems. This should check to ensure the lift can be driven to any required floor and that on arrival at a floor it only opens its door when instructed to do so and then stays at the floor with its doors open</p> <p>Checks of building related issues including measures to prevent water ingress into the lift well and/ or measures to address water ingress into the lift well and the operation of any pumps used to control the level of water in the lift pit.</p> <p>The lift maintenance contractor should also advise of any need to change components or parts of the lift to ensure the availability and reliability of the lift in the event of fire.</p> <p>Advise of any change in standards relating to lifts in service; particularly to lifts for operation in the event of fire.</p>	

System	Daily	Weekly	Monthly	Quarterly	6 Monthly	Yearly
<div>Fire /Smoke Dampers</div> <div>I.S. EN 15650</div> <div></div>				<div>I.S. EN 15650 – Ventilation for buildings – Fire & motorised Smoke/Fire dampers</div> <div>Section 8.3 Note states: Regular testing /inspection should be undertaken to meet regulatory requirements, or at intervals not exceeding six months. A comprehensive example of the maintenance procedure is given in Annex D of the standard. Some automatic systems may allow more frequent testing (48 h or less) and this may be required by a national standard.</div>		

References

- DHLGH - Department of Housing, Local Government and Heritage
www.gov.ie/housing
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Legislation

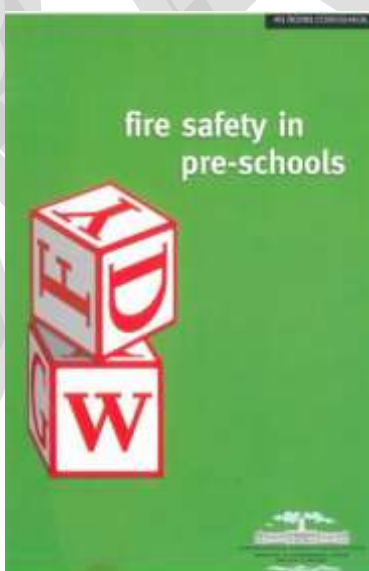
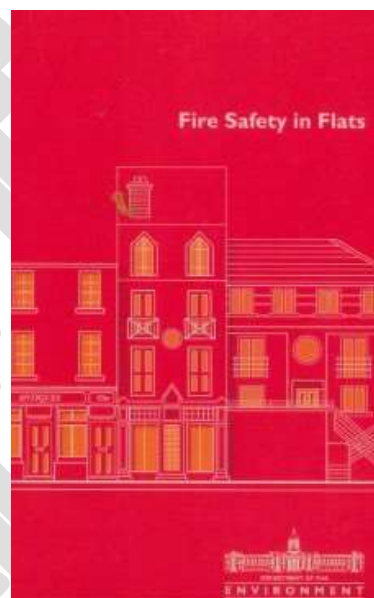
- **Fire Services Acts 1981 and 2003**
 - Fire Services Act, 1981, Number 30 of 1981
<http://www.irishstatutebook.ie/eli/1981/act/30/enacted/en/html>
 - Licensing of Indoor Events Act 2003, Number 15 of 2003
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- **Fire Safety in Places of Assembly (Ease of Escape), Regulations, 1985, S.I. No. 249 of 1985**
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- **Building Regulations, 1997, S.I. No. 497 of 1997**
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 - Building Control Act 2007 Revised – Consolidated Law Reform Commission
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<http://revisedacts.lawreform.ie/eli/2007/act/21/front/revised/en/html>

Other Publications

Technical Guidance Documents

<https://www.housing.gov.ie/housing/building-standards/tgd-part-d-materials-and-workmanship/Technical-guidance-documents>

Best Practice Guides for Fire Safety made under Section 18A of Fire Services Acts 1981 and 2003, DoEHLG (DHLGH) – NDFEM from 1989 to 2019.



1989 Code of Practice for the Management of Fire Safety in Places of Assembly
<https://www.housing.gov.ie/sites/default/files/migrated-files/en/Publications/Community/FireandEmergencyServices/FileDownload,815,en.pdf>

Other Publications continued

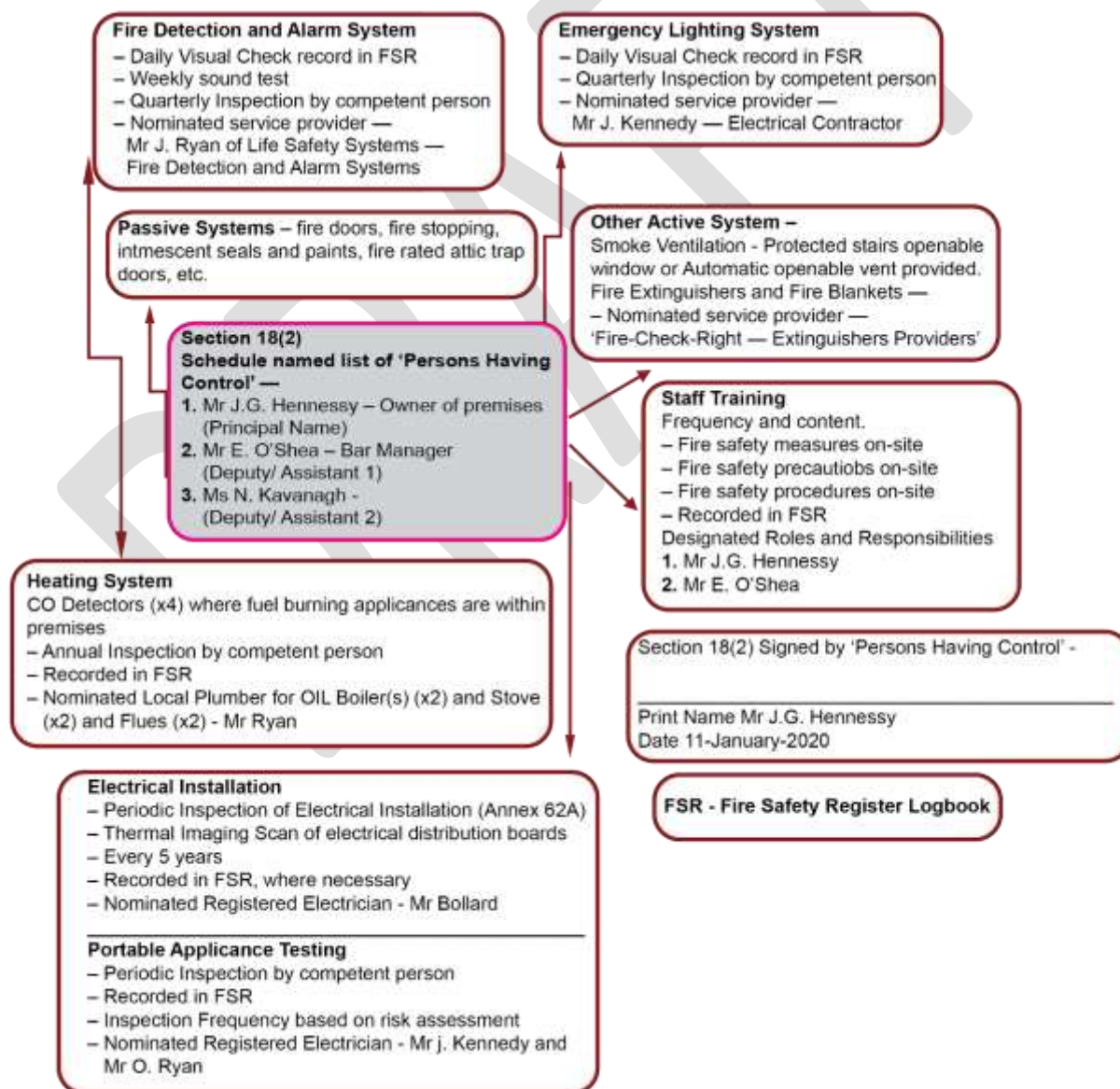
- 1989 Guide to Fire Precautions in Existing Hotels, Guesthouses and Similar Premises
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- 1999 Guide to Fire Safety in Guest Accommodation
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- 2017 Code of Practice for Fire Safety in New and Existing Community Dwelling Houses
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- 2019 Guide to Fire Safety in Existing Traveller Accommodation
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Appendix A (Informative)

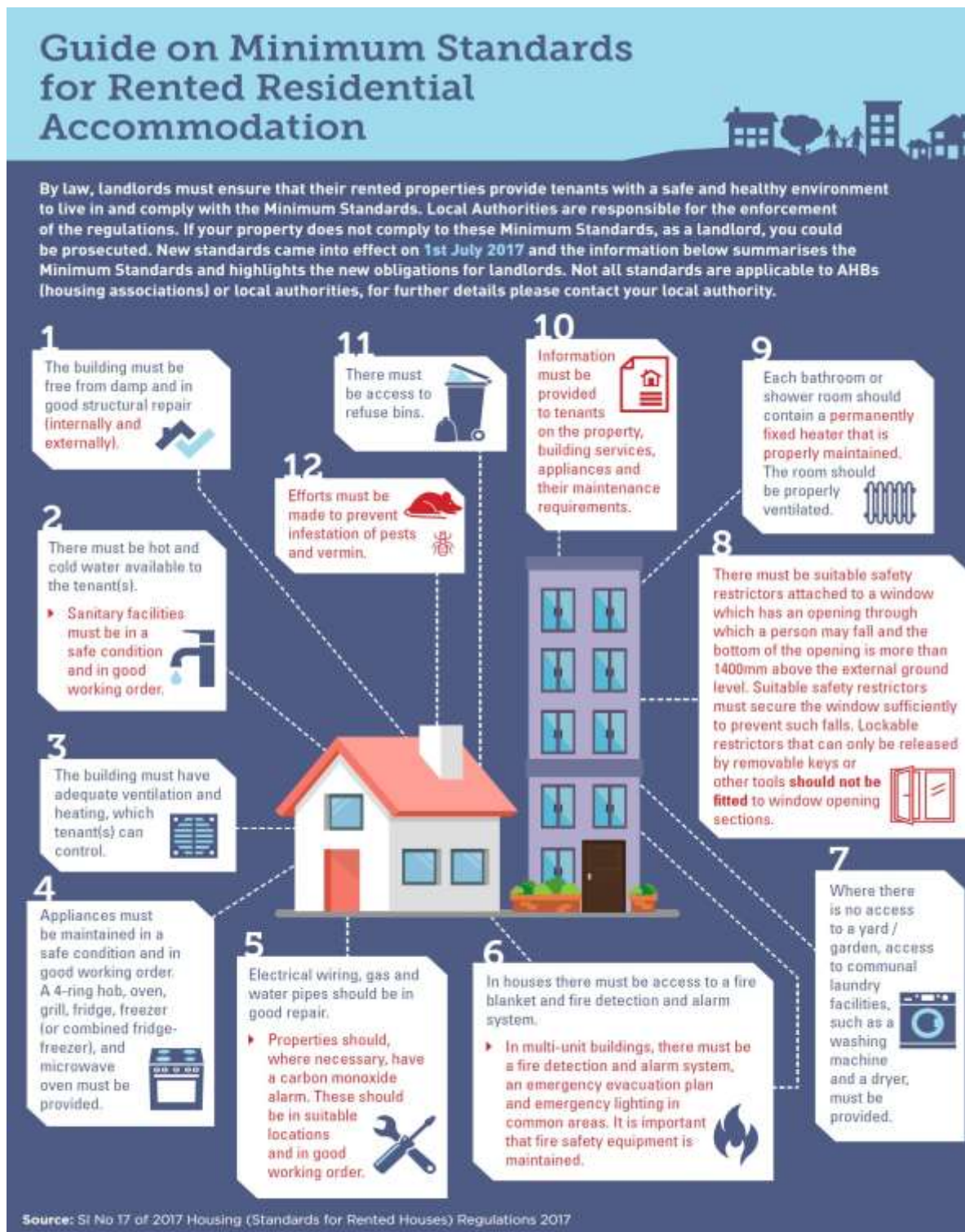
Management Responsibilities - Exemplar Premises



Exemplar - Schedule Notice for Person Having Control with some premise's specific designations **Public House with Separate Residential Accommodation Above**



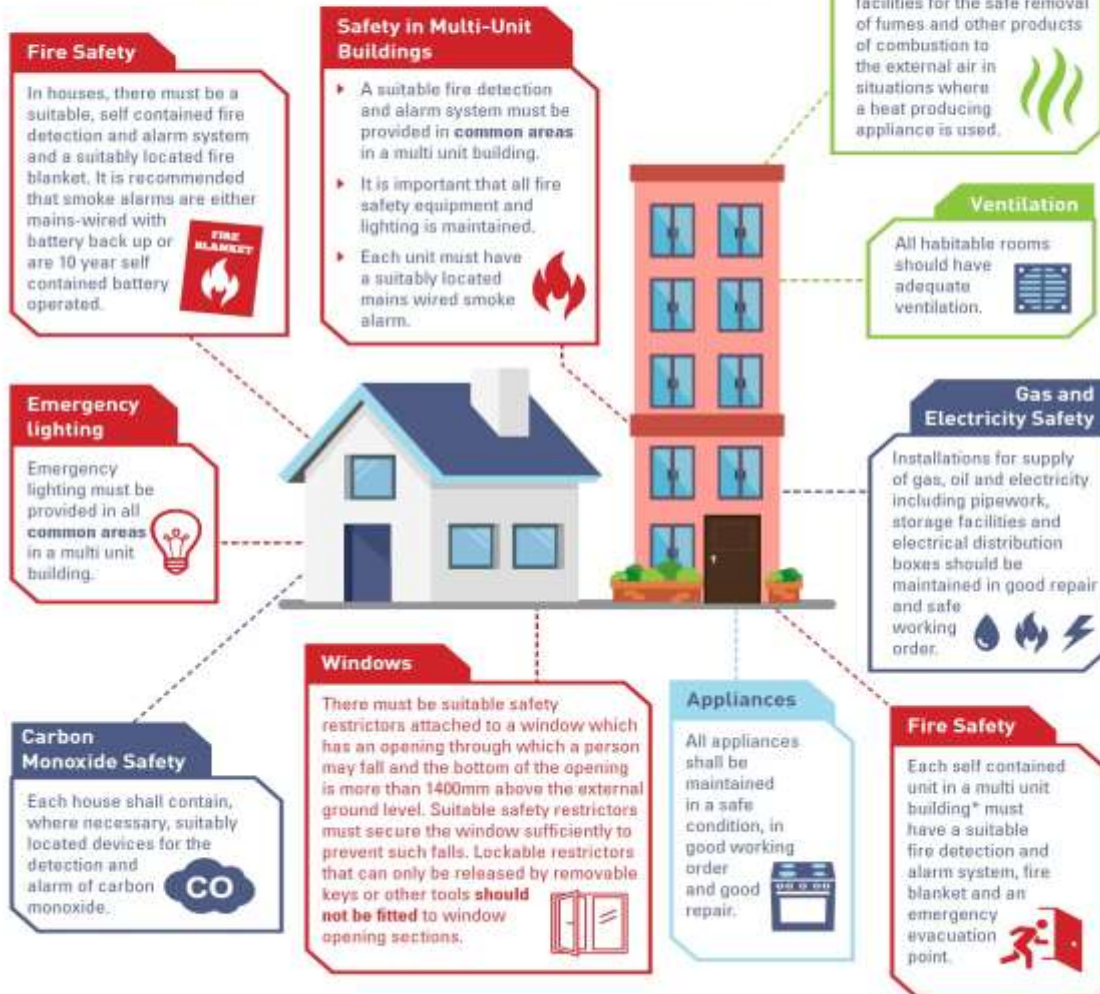
Appendix B Requirements for Landlords



Safety Information Guide for Landlords



It is very important that landlords are aware of their responsibilities for safety, in particular on fire safety. The guide below describes the safety requirements from the Housing (Standards for Rented Houses) Regulations 2017. Landlords must also comply with the Fire Service Acts (1981 and 2003) and should refer to the guidance document 'Guide to Fire Safety in Flats, Bedsitters and Apartments'.



* A multi unit building means a building that contains 2 or more dwellings that share a common access.

Appendix C Instructions for Occupants of Flats

What to do:

Plan for a safe place in case you cannot get out of the house.

- ✓ Make sure there is a phone or personal alert in the room to call for help.
- ✓ Make sure there is a window so you can either get out or call for help. Stay by the window if you can't get out.
- ✓ Close the door and seal the bottom with towels or blankets to stop smoke getting in.

Call 999 or 112

- ✓ Ask for the fire service.
- ✓ Speak calmly and clearly.
- ✓ Give your address and phone number. If you are calling on your mobile, say what county you are in.
- ✓ Only hang up when the operator tells you to.

Don't:

- ✗ Go back into a burning house for anything.
- ✗ Borrow batteries from the smoke alarm.
- ✗ Have mirrors over fireplaces with real fires. Your clothes might catch fire if you stand too close to look in the mirror.

Remember:

Be careful when using portable electric, gas or oil heaters.

- Don't use heaters near furniture, curtains or beds.
- Don't leave heaters on when you go to bed.
- Take care if pets are near the heaters.
- Don't use heaters to dry clothes.



Fire safety in flats and apartments



fire safety
Be on your guard

Comhaltas, Pobal agus Rannas Áimh
Environment, Community and Local Government

Custom House, Dublin 1, Ireland
telephone: +353 1 9882361 fax: +353 1 9882545
www.environ.ie firesafety@environ.ie

Prevent fire

Don't:

- ✗ Smoke when you are in bed, tired or on medication.
- ✗ Leave the room when there are candles burning.
- ✗ Leave young children alone near an open fire or cooker.
- ✗ Leave matches and lighters where children can get them.
- ✗ Leave the room when a chip or frying pan is on even for a minute.
- ✗ Overload electric sockets – one socket, one plug.
- ✗ Use electric appliances that don't work properly.
- ✗ Run electrical appliances from a light socket.
- ✗ Use a heater or the cooker to dry clothes.
- ✗ Stand too close to fires or heaters.
- ✗ Use petrol or paraffin to light a solid fuel stove.

Make sure to:

- ✓ Clean your chimney and service your heating system at least once a year.
- ✓ Use a sparkguard with open fires.
- ✓ Keep your gas cylinder outside, on solid ground and away from anything hot.
- ✓ Use a proper holder for candles.
- ✓ Keep a suitable fire extinguisher and fire blanket in the kitchen.
- ✓ Repair or replace faulty electrical appliances immediately.
- ✓ Do a fire safety check before you go to bed.
- ✓ Empty ashtrays before you go to bed. Run the contents under the tap before you bin them.
- ✓ Unplug all appliances (except the fridge) at night.
- ✓ Close all doors at night.

Detect fire

Smoke alarms give you an early warning of a fire. 82% of fires that kill people are in homes with no working smoke alarm.

- ✓ Your building should have a fire detection and alarm system. If there are no smoke alarms, ask your landlord to get some for the building.
- ✓ Fit at least one smoke alarm in your flat or apartment.
- ✓ Test your smoke alarms at least once a week.
- ✓ Change the batteries every year.
- ✓ Change the battery right away when you hear the warning beep.

Escape

Know what to do when you hear a smoke alarm so you and your family can get out safely.

- ✓ Make an escape plan for your home and practise with everyone who lives with you.
- ✓ Plan at least two ways out in case one way is blocked by fire.
- ✓ Have a meeting point in a safe place outside the building.
- ✓ Keep your way out clear day and night.
- ✓ Keep the keys to doors and windows nearby.
- ✓ Know where the nearest phone is to call the fire service.
- ✓ If you hear the fire alarm, check doors with the back of your hand for heat before you open them. If they are warm, the way might be blocked by fire.

FACT!
Over 1,000 people every year attend casualty with burns or scald injuries. (HIPE & NPRS Unit ESRI)

Fire safety check

A fire safety check only takes a few minutes but it could mean the difference between life and death. Make it part of your routine before you go to bed.

Every night:

- ✓ Unplug all electrical appliances (except fridge freezer).
- ✓ Turn off gas appliances.
- ✓ Put out candles and naked flames.
- ✓ Place a spark guard in front of open fires.
- ✓ Empty all ashtrays.
- ✓ Keep your way out completely clear.
- ✓ Close all doors.



Appendix C1 Instructions for Residents

Instructions for escape in the event of fire should be posted on the back of each apartment entrance door. The instructions should also include a floor plan and the following information:

- the action to be taken in the event of fire
- the action to be taken on discovering a fire or hearing the fire alarm
- the procedure for calling the fire brigade
- the location of all relevant escape routes from the building (on the floor plan)
- the location of fire alarm call points and the fire alarm control panel(s)
- the location of firefighting equipment

Firefighting equipment should never be mishandled or tampered with. Fire doors should not be modified, tampered with, or propped open within the common areas of accommodation blocks. Fire alarm sounders, heat sensors as parts of the common alarm system are installed in each residential unit, typically just inside the flat's entrance door. These systems are tested on a quarterly basis and access is required for this purpose. Residents should allow the contractors acting for the Owners' Management Company reasonable access to the accommodation to carry out fire safety preventive maintenance.

Residents must not interfere with the fire protection system and equipment, for example, by; removing safety equipment propping fire doors open, covering or removing smoke detectors, blocking escape routes with furniture, bicycles or rubbish etc.

The most important steps that the Residents can take to minimise the risk of a fire are:

1. Make sure that heaters are located where they will not set fire to curtains, bedding or furnishings.
2. Do not use portable gas or paraffin heaters in the apartments.
3. Do not store highly flammable materials in the apartment (such as paint, thinners, LPG cylinders, paraffin or petrol).
4. Do not store large quantities of combustible materials.
5. Residents should understand the dangers of:
 - smoking in bed or when drowsy
 - careless use of candles or joss sticks
 - overloading electrical sockets
 - having trailing cables
 - leaving a chip pan or frying pan unattended, or over-full of oil
 - placing clothes to dry on or too close to heaters

Residents should practice 'the bedtime fire safety routine', which should include the following actions;

- ensuring the cooker is turned off
- unplugging electrical appliances
- making sure that no cigarettes or candles are left burning
- closing all doors

In the event of an outbreak of a fire, residents should;

- Not attempt to fight fires that have already taken hold: evacuate from the dwelling. Sound the common alarm as you make your escape
- Telephone the Fire Service on 999 or 112 immediately from a place of safety
- Not try to rescue belongings or pets
-

Appendix C2 Instructions for Occupants

FIRE INSTRUCTION NOTICE

On Discovering A Fire

- Activate the nearest alarm* point.
- Inform staff of the location of the fire.
- Leave the premises immediately using the nearest available exit.
- Do not use the lift.
- Do not rush.
- Do not re-enter the premises.
- Obey the instructions of staff.

On Hearing An Alarm or Other Warning

- Leave the premises immediately using the nearest available exit.
- Do not use the lift.
- Do not rush.
- Do not re-enter the premises.
- Obey the instructions of staff.

***Where there is no alarm system, staff and occupants should be warned verbally.**

Appendix D Check Sheets/Log Sheets/Certification of Equipment and Systems

Every apartment building, relies on the health of its fire safety equipment and systems. The use of check sheets, log sheets are important tools to help in the maintenance process. There are also useful records and demonstrate work carried out on equipment and systems

D 1 Emergency Lighting Log Sheet

Emergency Lighting System Model schedule for periodic inspections, tests & servicing due dates

Address of Building.....

PERIODIC (THREE MONTHLY AND ANNUAL) INSPECTION, TESTING & SERVICING DUE DATES			
<ul style="list-style-type: none"> • This is to declare that the emergency lighting system has been inspected and tested on the latest date indicated below in accordance with the requirements of I.S. 3217:2013 and as set out in the relevant detailed report. • The emergency lighting system is in an acceptable working order and any deficiencies, defects and/or faults are noted in the system logbook on the relevant date. • The responsible person has been notified of all such entries. 			
Date inspection & test was carried out	Name of the person responsible for testing & inspecting the system	Signature	Next inspection & test due within ± 30 days of

NOTE: A copy of this schedule should be placed in the emergency lighting logbook. The schedule should be updated with the required information after each three monthly and annual inspection and test. The next required inspection and test should be carried out within ± 30 days of the due date.

D.2 Emergency Lighting Check List

CHECKLIST FOR EMERGENCY LIGHTING			
 <p>NON-MAINTAINED</p> <p>The lighting only operates when the normal mains supply fails (emergency lighting only).</p>		 <p>MAINTAINED</p> <p>The lighting operates normally and continues to operate when the normal mains supply fails (mains lighting and emergency lighting).</p>	
<p>FINAL EXIT</p>  <p>To provide illumination of escape routes.</p>	<p>JUNCTIONS</p>  <p>Install within 2 metres of escape route junctions.</p>	<p>CORRIDORS</p>  <p>Install within 2 metres horizontal distance of a change of direction in an escape route.</p>	<p>STAIRWAYS</p>  <p>Install within 2 metres horizontal distance of change in floor level or stair (each tread to receive direct light).</p>
<p>FINAL EXITS</p>  <p>Install externally within 2 metres horizontal distance of any final exits. Please note that sufficient light will be needed to muster a roll call.</p>	<p>ALARM AREAS</p>  <p>Fire alarms, first aid points and fire-fighting equipment, install within 2 metres horizontal distance.</p>	<p>ESCALATORS</p>  <p>Should not be used as an escape route, but requires the same illumination to protect users on it when the supply fails.</p>	<p>TOILETS</p>  <p>Install in all toilets exceeding 8m² area or where natural light is not present.</p>
<p>LIFTS</p>  <p>To provide emergency illumination in all lifts.</p>	<p>CONTROL ROOMS</p>  <p>Motor generator, control and plant rooms for essential and safety services</p>	<p>OPEN AREAS</p>  <p>Open rooms either with a particular hazard, an escape route passing through or larger than 60m².</p>	<p>HAZARDOUS AREAS</p>  <p>Areas of high risk should be illuminated to 10% of normal lighting or 15 lux, whichever is greater.</p>

D.3 Certification of Smoke Control System

BRITISH STANDARD

BS 7346-8:2013

B.5 Inspection and servicing certificate

Certificate of servicing for the smoke control system at:

Address:
.....
..... Postcode:

I/we being the competent person(s) responsible (as indicated by my/our signatures below) for the servicing of the smoke control system, particulars of which are set below, CERTIFY that the said work for which I/we have been responsible conforms to the best of my/our knowledge and belief with BS 7346-8:2013, Clause 9, except for the variations, if any, stated in this certificate.

Name (in block letters): Position:

Signature: Date:

For and on behalf of:

Address:
.....
..... Postcode:

The extent of liability of the signatory is limited to the system described below.

Extent of system covered by the certificate:

.....
.....
.....
.....

Deviations from BS 7346-8:2013, Clause 9:

.....
.....
.....
.....

☐ Relevant details of the work carried out and faults identified have been entered in the system logbook.

.....
.....
.....
.....
.....

D.4 Certification of Fire Detection and Alarm System

I.S. 3218:2013+A1:2019



Annex D 1 (normative)

Fire detection and alarm system- Annual Certificate of Servicing/Testing

Page 1 of 2

[to be given to the user after completion of service]

[this certificate may be printed on company headed paper]

Certificate number:

Name of premises:.....

Address of premises:.....

Protected area(s) covered by this certificate:

.....

System Details

	Yes	No
Details of the "responsible person" for the system have been issued to system Service Provider	<input type="checkbox"/>	<input type="checkbox"/>
Has the system Certificate of Design been made available to the Service Provider for inspection	<input type="checkbox"/>	<input type="checkbox"/>

System Category (tick as appropriate)

	1989	2009	2013	2019
I.S. 3218:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

P1	P2	M	L4	L3	L2/L4	L2/L3	L1	X	Unknown
----	----	---	----	----	-------	-------	----	---	---------

	Yes	No
Does the Certificate of Design note any system design variations?	<input type="checkbox"/>	<input type="checkbox"/>
Are the system "as installed" drawings available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Are the Certificate(s) of installation available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Are the Certificate(s) of commissioning available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>

Site Inspection Records

Date Tested	
Periodic Service Inspection and Test	
Periodic Service Inspection and Test	
Periodic Service Inspection and Test	
Annual Service Inspection and Test	

NOTE Page 2 of this certificate shall be completed, signed, and dated.

D.5 Certification of Fire Detection and Alarm System (continued)

Annex D 1 (normative)

Fire detection and alarm system- Annual Certificate of Servicing/Testing

Page 2 of 2

Declaration

I/We hereby certify that the Fire Detection and Alarm System installed in the protected area at the above premises has been serviced & tested in accordance with the requirements of I.S. 3218:2013+A1:2019 and as detailed in the relevant service reports.

I/We confirm my/our competence to undertake this work and to the best of my/our knowledge and ability the Annual Inspection and Test works have been completed and the system is currently operational and any ongoing works and/or deviations from the system design and/or annual service, inspection and test requirements have been notified to the responsible person for the system and recorded in the system log book.

With the following variations:

.....
.....
.....
.....
.....

Service Provider Details

Name (Print):

Position:

Signature: Date:.....

For and on behalf of Service Provider:

Address:.....

Telephone Number:



D.6 Certification of Fire Detection and Alarm System (continued)

Annex E 1 (informative)

Model logbook for fire alarm systems – Front page

Protected Premises/Area: _____			
Address: _____			
Log Number		Commencement Date	/ /
Responsible Person		Date:	
		From:	To
		/ /	/ /
		/ /	/ /
System Designer*			
Name: _____			
Address: _____			
Telephone: _____		email: _____	
Installer *			
Name: _____			
Address: _____			
Telephone: _____		email: _____	
Service Provider*			
Name: _____			
Address: _____			
Telephone: _____		email: _____	
Maintenance provider*			
Name: _____			
Address: _____			
Telephone: _____		email: _____	
* Append extra pages to the logbook if additional or alternative providers become involved.			
THIS LOGBOOK TO BE KEPT AT:			

D.7 Certification of Fire Detection and Alarm System (continued)

Annex E 2 (informative)

Model logbook for fire alarm systems – General register

Log No.	Date	Time	Device	Event & Detail					Date Complete	Signed
				Test	Fire	Fault	Other	Detail/ Action		

Annex E 3 (informative)

Model logbook for fire alarm systems – False alarm register

Log Ref.	Cause of Alarm/Notes	Action Taken or Needed/Comments	Date Completed	Signed

D.8 Fire Door Fact Sheet



Fire doors

in blocks of flats



1 WHAT DO FIRE DOORS DO?

Fire doors create a barrier from fire and toxic cold smoke and prevent it from travelling around a building, keeping the damage to a small area, allowing for evacuation, stay put and safe access for the emergency services.



2 WHAT MAKES A FIRE DOOR WORK?

All these components play a **CRITICAL** role in fire performance. 1 small change = 1 BIG impact on fire performance. Always check the fire door certificate for compatible specification.



- ✓ Door leaf
- ✓ Frame / lining
- ✓ Intumescent seals
- ✓ Smoke seals*
- ✓ Latch or lock
- ✓ Hinges
- ✓ Door closer**
- ✓ Signage*
- ✓ Other ironmongery*
- ✓ Fire door glazing*
- ✓ Frame / wall sealing
- ✓ Threshold seals*
- ✓ Insulation
- ✓ Regular inspection & maintenance
- ✓ Air transfer grille (ATG)*

*Whereas

3 WHERE WILL I SEE FIRE DOORS IN MY BUILDING?

In a block of flats you will find fire and smoke control doors on the stairwells, the corridors and on the flat front doors. You will also see them protecting areas where there's a risk of combustion, such as bin storage or mains electricity service cupboard. Sometimes you will find fire doors inside flats, but this depends on the specific design and layout of the individual flat.



4 HOW DO I KNOW IT'S A FIRE DOOR?

Fire doors in common areas of the building (corridors and stairwell and service rooms) will have blue signage on the door. Flat front door and those inside individual flats do not require signage.

BUT! A fire door only works if it's installed correctly with the compatible components like ironmongery, seals and frame. Download our 5 Step Fire Door Check here: <http://firedoorsafetyweek.co.uk/>



5 WHO'S RESPONSIBLE FOR INSPECTING AND MAINTAINING FIRE DOORS IN MY BUILDING?

Your landlord or building owner will have legal responsibility for the fire doors in the common areas of the building and many will publish information in the tenants or residents handbook.

You should seek fire safety information from your landlord or building owner regarding the specific fire plan for your building to ensure you are prepared in an emergency.



6 BUT WHAT ABOUT MY FLAT FRONT DOOR?

Yes, this includes your flat front door if you are a tenant. It faces onto the critical Means of Escape route. It's vital that it works properly when a fire breaks out, so it's important that your flat front door is a fire door, it is fit for purpose and can be regularly inspected and maintained.

If you are a leasehold tenant, you should examine the details of your lease contract and consult the landlord. You may find that you have responsibility to ensure that a suitable fire rated door with all of its compatible components is fitted.



7 DO ALL FIRE DOORS HAVE COLD SMOKE SEALS?

Don't confuse plain intumescent seals with cold smoke seals.

The majority of fire doors, especially those on flat front doors, corridors and on stairwells will have cold smoke seals. You can see these seals because they are either separate from or combined with the intumescent seal, they look like a brush or a plastic fin.

They are located in either door edge or the frame and they should **COMPLETELY** fill the perimeter gap between the door and the frame when the door is closed.



8 WHAT ABOUT DOORS CLOSERS?

All fire doors in common areas of the building **AND** flat front doors (corridors and stairwells) must have appropriate fire rated door closers fitted.

These closers **MUST** be adjusted correctly to ensure the opening and closing forces are correct and that the door can be operated easily. Regular inspection and maintenance is required to ensure these component work correctly...

OTHERWISE! You risk door closers being damaged or disengaged, so they won't work when it's needed.

Door closers on flat front doors should only be fitted to the interior side of the door to prevent vandalism and to allow for the door to be correctly adjusted when the closer is fitted.



9 HOW CAN I DO A BASIC CHECK ON MY FIRE DOORS?

Here's **5 basic checks** that you can do on your fire doors, although they cannot replace a full inspection by a qualified specialist, they can highlight any immediate issues.

Download our 5 Step Fire Door Check: <http://firedoorsafetyweek.co.uk/>



10 WHO DO I REPORT ISSUES TO?

- In the first instance, contact your landlord or building owner
- If you are still concerned or not receiving the reassurance you feel you need, you should then contact your Local authority or fire and rescue services for advice
- You can also contact the Department for Communities and Local Government by emailing housingchecks@communities.gov.uk






#FireDoorSafetyWeek

www.firedoorsafetyweek.co.uk

Disclaimer: any use of this information must be accredited to the British Woodworking Federation

D.9 Fire Door Check Sheet

Fire Door Maintenance Checklist

Please refer to the BWF-CERTIFIRE Scheme fact cards for further information while processing this checklist.

Maintaining a fire door is as critical as any role in the life cycle of a fire door. If you are responsible for the fire safety of your building you must check your fire doors every 6 months, or 3 months if your building has a high usage. This checklist can be used to ensure your fire doors are in working order and maybe used as part of your Regulatory Reform Order risk assessment.

This is a guide to maintenance only. For specific instructions on your fire door, refer to the installation instruction or data sheet available from the door manufacturer.

Label (use your BWF Gap Tester to look for the label)

Has the fire door got a BWF-CERTIFIRE Fire Door Scheme label on the top edge? ☐

If not, can you confirm that the door is in fact a fire door and has been certificated as such?..... ☐

Door Leaf

Does the door leaf sit against the door stop and is it free of distortion?..... ☐

If the door is veneered or lipped, is the glue still holding these products firmly in place?..... ☐

Is the door free from damage including dents, and holes? ☐

Door Frame

Is the door frame firmly attached to the wall?..... ☐

If a planted door stop is present, is it firmly attached?..... ☐

Is the frame to door leaf gap consistently 3mm? (use the BWF Gap Tester) ☐

Intumescent/Smoke/Acoustic Seals

Are intumescent seals in place? (if not install immediately) ☐

Are the seals well attached inside the groove in the frame or door leaf? ☐

Are the seals free from damage? ☐

If you have a brush or fin type seal, is it free from damage or breakage?..... ☐

If fitted, are the smoke and acoustic seals continuous around the frame or door leaf? ☐

Hinges

Is there a minimum of 3 hinges with all the screws fitted? ☐

Are all the screws the correct size?..... ☐

Are the hinges free of metal fragments and oil leakage, which are signs of wear? ☐

Are the hinges free from packing? ☐

Door Closers

- Open the door to 5 degrees or 75mm. Does it close and engage with the latch? ☐
- Is the closer correctly attached to the door and frame? ☐
- Is the closer free from damage and not leaking? ☐
- If unlatched, does the closer hold the door in line with the frame and intumescent seal? ☐
- If hung in pairs, do they close in line if both opened and released together? ☐

Hold Open Devices – only electronically powered allowed

- Does the hold open device release the door when required? ☐

Lock and Latch

- Does the latch hold the door firmly in place without rattling? ☐

Glazing and Glass

- Is the intumescent seal continuous and attached to the glass and bead? ☐
- Are the glazing beads well attached to the frame and free from damage? ☐
- Is the glass free from damage and cracking? ☐
- If the glass has been replaced, is it fire rated glass? ☐
- If glazing panels are below 1500mm from bottom of door, is the glass safety glass? ☐


Threshold Gap

- Is there a consistent gap under the door that allows it to swing without touching the floor covering? ☐
- Is the door to floor covering gap consistently 10mm (3mm if smoke seals are fitted) or less when the door is closed? ☐

**If your fire door does not pass
all aspects of this checklist
then it could fail!**

Contact the door manufacturer identified on the label on the top of your door or check the BWF-CERTIFIRE Fire Door & Doorset Scheme directory at www.bwf.org.uk/firedoors for certificated companies that can repair, replace or supply components for your door.

D.10 Fire Extinguisher Check Sheet



Fire Extinguisher – SAFETY CHECKS

Have you selected the right types of fire extinguisher for your workplace?

Your fire extinguisher(s) must be appropriate for the type of fire likely to be encountered. The table below offers a general guide, but specialist advice may be necessary for particular situations.

Type of Fire	Suitable fire extinguisher
Fires involving solid materials such as wood, paper or textile	Water, foam, multi-purpose powder extinguishers
Fires involving flammable liquids	Foam
Electrical fires	Carbon dioxide
Fires involving gases	Dry powder (but seek specialist advice – in some instances it may be better to let the fire burn until the fuel supply can be cut off)

Have you provided enough fire extinguishers for your workplace?

The number of fire extinguishers provided should be based on the size of the workplace, the equipment and substances it contains, and the number of people present. For smaller premises having one or two portable extinguishers may be all that is required. In larger or more complex premises, a greater number of portable extinguishers sited throughout the premises are likely to be required (and other means of fighting fire may also need to be considered). If unsure, check with your local Fire Authority.


Are the fire extinguishers kept in the most suitable place?

Fire extinguishers should be placed where employees can easily access them, without exposing themselves to danger, and where it will give the best chance of putting out a fire in its early stages or to aid in escape from the fire. Fire extinguishers are generally placed on exit routes near the exit doors, although those provided for a specific hazard should be placed near that hazard.

Fire extinguishers should be permanently located in a fixed place – either wall-mounted or placed on a stand.

Are signs needed to mark the location of the fire extinguishers?

If the fire extinguisher is not in clear view then signs should be used to mark its location. The image opposite is normally accompanied by information on the content of the fire extinguisher and what type of fire it is suitable for.



Have the people likely to use the fire extinguishers been given adequate instruction and training?

People need to know what to do in the event of discovering a fire, how to raise the alarm, what to do when the alarm sounds and how to use a fire extinguisher. Fire drills should be held at least annually. Ask your fire safety engineer to demonstrate the use of a fire extinguisher (outside) whenever one of your extinguishers is due for a test discharge.

Maintenance and Inspection

Fire-fighting equipment must be inspected and maintained as often as necessary to keep it in good working order, and must be serviced annually by a competent person (usually a fire safety engineer).

Record Keeping

Keep a record of all equipment inspections / servicing, staff training and fire drills. A fire register is useful for this purpose.

What to expect when the fire safety engineer calls

Your fire safety engineer will visually inspect all fire-fighting equipment to make sure it is in good condition. They will also weigh each extinguisher, test the gauge and replace the seal where the hose joins the cylinder. Each extinguisher should be test discharged and refilled every 3 years.

Your fire safety engineer should give you a certificate of service for your equipment once the work is complete.

Further Information

Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 1 of Part 2: Workplace – available at www.hsa.ie

Your local Fire Authority can provide specific advice and information about fire safety.

D.11 Fire Extinguisher Check Sheet (Continued)



www.hsa.ie
www.besmart.ie

Fire Extinguisher – SAFETY CHECKS

Pressure Gauge:

- ▶ Good condition and undamaged
- ▶ Needle must be in 'green' area

If needle not in green area, remove extinguisher for servicing

General condition:

The following must be in good condition and undamaged

- ▶ Handle
- ▶ Hose
- ▶ Cylinder body
- ▶ Labels (dates and detail clearly visible)

Suitability:

Extinguisher must be suitable for:

- ▶ The size and type of the workplace
- ▶ The type of fire that could happen



Pull Pin:

Must be:

- ▶ In good condition and undamaged
- ▶ Securely fastened within handle
- ▶ Held in place by tamper seal

Maintenance:

Extinguishers must be:

- ▶ Serviced annually
- ▶ Marked with next due date OR maximum period of use (mm/yy). For example:

SERVICE RECORD			
NEXT DUE DATE	RECHARGED	PRESSURE TESTED	INSPECTED BY

Access:

Extinguisher must be kept in a location that is:

- ▶ Easily accessible
- ▶ Kept clear
- ▶ Marked with the appropriate signs



D.12 Registered Gas Installers Ireland (RGI) Certificate

DOMESTIC PREMISES GAS INSTALLATION DECLARATION OF CONFORMANCE FOR NEW INSTALLATIONS OR EXISTING INSTALLATIONS REQUIRING A SUPPLY OF GAS AND/OR NEW METER FIT



PART I

Please complete in BLOCK CAPITALS



No. SN

LOCATION OF PREMISES REQUIRING SUPPLY GPRN: <input type="text"/> EIRCODE: <input type="text"/> ADDRESS: <input type="text"/> CUSTOMER NAME: <input type="text"/> TEL NO.: <input type="text"/>	NAT GAS <input type="checkbox"/> L P GAS <input type="checkbox"/> New <input type="checkbox"/> Exist Annex E <input type="checkbox"/> ALL DETAILS REQUESTED MUST BE PROVIDED. ONLY THE REGISTERED GAS INSTALLER (RGI) RESPONSIBLE FOR CARRYING OUT THE INSTALLATION & TESTS CAN SIGN THIS DECLARATION. GAS WILL BE SUPPLIED TO THIS PREMISES ONLY ON RECEIPT OF THIS DECLARATION	OWNER OF PREMISES DETAILS EIRCODE: <input type="text"/> ADDRESS: <input type="text"/> CUSTOMER NAME: <input type="text"/> TEL NO.: <input type="text"/>
--	---	--

Appliances Installed
Appliance Flue Type

Central Heating ☐
Open ☐ R.Seal ☐

Fire ☐ Flueless ☐
Open ☐ R.Seal ☐

Other ☐
Open ☐ R.Seal ☐

Cooker ☐
Hob ☐

Pipework Material: Copper ☐ CSST ☐ Other ☐

APPLIANCE LOCATION CORRECT ☐

FLUE INSPECTED AND ADEQUATE ☐

ADEQUATE PERMANENT VENTILATION ☐

SOUNDNESS TEST PASS ☐

**DECLARATION OF
INSTALLATION
SAFETY &
CONFORMITY
PRIOR TO SUPPLY
OF GAS**

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO; (Please sign appropriate statement)

"PRE-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF I.S. 813/1.5 EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES WILL BE MET (IN AS FAR AS IS POSSIBLE IF PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF I.S. 813/1.5 EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK WILL BE MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF I.S. 813/1.5 EN 1949
- THAT THE INSTALLATION PIPEWORK WILL BE SOUND
- THAT THE INSTALLATION AT THIS PREMISES WILL BE SAFE TO BE SUPPLIED WITH GAS

"POST-CONSTRUCTION"

- THAT ALL REQUIREMENTS OF I.S. 813/1.5 EN 1949 & ALL MANUFACTURERS REQUIREMENTS FOR INSTALLING THE ABOVE APPLIANCES HAVE BEEN MET (IN AS FAR AS IS POSSIBLE IF PRIOR TO THE SUPPLY OF GAS)
- THAT ALL REQUIREMENTS OF I.S. 813/1.5 EN 1949 FOR INSTALLING & TESTING OF THE INSTALLATION PIPEWORK HAVE BEEN MET
- THAT COMMISSIONING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF I.S. 813/1.5 EN 1949
- THAT THE INSTALLATION PIPEWORK IS SOUND
- THAT THE INSTALLATION AT THIS PREMISES IS SAFE TO BE SUPPLIED WITH GAS

RGI Signed: Issue Date:

Company Number: Trainee Number:

RGI Name:

Trainee Signature:

BLOCK CAPITALS

RGI Signed: RGI Number:

RGI Number: RGI Tel No:

RGI Name:

Date of Test: Issue Date:

PART II

COMMISSIONING DECLARATION

I HEREBY DECLARE, UNDER MY SOLE RESPONSIBILITY & BEING COMPETENT TO DO SO;

- THAT ALL MANUFACTURERS' REQUIREMENTS & ALL REQUIREMENTS OF I.S. 813/1.5 EN 1949 FOR THE CONSTRUCTION, COMMISSIONING, TESTING & PUTTING INTO SERVICE OF THE ABOVE APPLIANCES HAVE BEEN MET
- THAT A WRITTEN OPERATING INSTRUCTION HAS BEEN PROVIDED WITH EACH APPLIANCE
- THAT THE CUSTOMER WAS INSTRUCTED IN THE SAFE USE AND OPERATION OF THE APPLIANCES

FLUE GAS ANALYSIS: Co ppm Co₂ % Co/Co₂ Ratio

RGI Signed: RGI Number: Commissioning Date:

**DECLARATION OF APPLIANCE
COMMISSIONING
SAFETY &
CONFORMITY
AFTER SUPPLY
OF GAS**

NOTE: THIS DOCUMENT IS A COMPLETION CERTIFICATE FOR THE PURPOSE OF THE ENERGY (MISCELLANEOUS PROVISIONS) ACT 2006

**HOUSEHOLDER
IMPORTANT
SAFETY
INFORMATION
PLEASE READ
CAREFULLY**

THIS DECLARATION CONFIRMS TO YOU THE HOUSEHOLDER AND TO YOUR GAS SUPPLIER / NETWORK OPERATOR, THAT THIS INSTALLATION IS SAFELY INSTALLED IN CONFORMANCE WITH IRISH STANDARD 813 "DOMESTIC GAS INSTALLATIONS" / I.S. EN 1949 LPG LEISURE ACCOMMODATION VEHICLES.

THE PERSON WHO ISSUES THIS DECLARATION ACCEPTS SOLE RESPONSIBILITY FOR ITS ACCURACY.

AFTER COMMISSIONING, THE SAFE OPERATION AND MAINTENANCE OF THIS INSTALLATION FROM THE METER OR LPG CYLINDERS/TANK VALVE INWARDS IS THE SOLE RESPONSIBILITY OF THE HOUSEHOLDER.

GAS APPLIANCES SHOULD BE SERVICED ANNUALLY. FOR THE SAFE AND EFFICIENT OPERATION OF YOUR APPLIANCES PLEASE REFER TO APPLIANCE USER INSTRUCTIONS.

FOR YOUR REASSURANCE AND SAFETY PLEASE ENSURE YOU ARE ABLE TO OPERATE THE EMERGENCY SHUT OFF VALVE WHICH IS LOCATED AT / GAS METER

COPIES: WHITE – CUSTOMER YELLOW – ON SITE FOR GAS SUPPLIER/NETWORK OPERATOR
GREEN – RETURN TO RGI BLUE – COPY FOR YOUR RECORDS

PTO

Form G01(S) Version 5 17/09/15

Any personal data collected will be processed strictly in accordance with the Data Protection Legislation – see RGI Data Protection Policy on www.rgi.ie

D.13 Registered Gas Installers Ireland (RGII) Certificate (Continued)

HOUSEHOLDER IMPORTANT SAFETY DOCUMENT

Your Registered Gas installer has issued you with this document, declaring that your gas pipe work and appliances have been installed tested and commissioned in compliance with
**IRISH STANDARD 813 "DOMESTIC GAS INSTALLATIONS"/I.S. EN 1949
LEISURE ACCOMMODATION VEHICLES**
prior to handing the installation over to you.

NOTE: PART I OF THIS DECLARATION OF CONFORMANCE MAY NOT
IN ALL CASES BE VALIDATED BY THE NETWORK OPERATOR OR GAS
SUPPLIER.

PLEASE RETAIN THIS DOCUMENT IN A SAFE PLACE.

The Register of Gas Installers (RGI) is operated by:
REGISTER of GAS INSTALLERS of IRELAND (RGII)
UNIT 9 KCR INDUSTRIAL ESTATE
RAVENSDALE PARK
KIMMAGE, DUBLIN 12
D I 2 E 9 5 8

Tel 1850 454 454
or visit www.rgii.ie

**IT IS NOW A LEGAL REQUIREMENT TO BE REGISTERED IN ORDER
TO UNDERTAKE GAS WORK.**

Irish Standard 813 "Domestic Gas Installations"/I.S. EN 1949 Specification for the installation of LPG systems for habitation purposes in leisure accommodation vehicles and accommodation purposes in other vehicles is published by the **National Standard Authority of Ireland (NSAI)**, 1 Swift Square, Northwood, Santry, Dublin 9, **D 0 9 A 0 E 4**. Email: info@standards.ie

Appendix E

Definitions / Nomenclature / Abbreviations

- PHC Person Having Control
- FSA – Fire Services Act
- DHLGH - Department of Housing, Local Government and Heritage

AOV (automatically opening vent): A vent provided for smoke control in common parts, which opens automatically when smoke is detected by smoke detectors.

Glossary of Terms / Acronyms

Active Protection:

Circulation Space: A space (including a stairway) mainly used as a means of access between a room and an exit from the building.

Compartmentation: Sub-division of a building by fire-resisting walls or floors for the purpose of limiting fire-spread within the building.

Doorset: A doorset is a whole system, including but not limited to: door leaf, door frame, intumescent, smoke seals (as applicable), hinges, hardware, signage, glazing, glazing system, door closer and any fanlights and sidelights, all designed and tested to perform as one unit by the doorset manufacturer and certified as such.

Dry Riser: A dry riser is a normally empty pipe that can be externally connected to a pressurised water source by firefighters. It is primarily a vertical pipe, although there can be horizontal sections, intended to distribute water to multiple levels of a building or structure

Emergency Escape Lighting: Lighting that provides illumination for the safety of people leaving the building when the normal lighting fails.

Escape Route: Route forming part of the means of escape from any point in a building to the final exit. .

Apartment, "flat": means separate and self-contained premises constructed or adapted for residential use and forming part of a building from some other part of which it is divided horizontally - quoted from BUILDING CONTROL REGULATIONS 1997 - SI 497 of 1997.

Final Exit: The termination of an escape route from a building giving direct access to a street, passageway, walkway or open space and sited to ensure the rapid dispersal of persons from the vicinity of a building so that they are no longer in danger from fire and/or smoke.

Fire Compartment: A part of a building constructed to prevent the spread of fire from another part of the building.

Fire Damper: Mechanical or intumescent device within a duct or ventilation opening, which is operated automatically in the event of fire, to prevent the passage of fire. (Where there is a need to prevent the passage of smoke, the fire damper needs to satisfy additional criteria.)

Fire Main: Water supply pipe installed in a block of flats for fire-fighting purposes, fitted with landing valves at specific points. The main may be 'dry', in which case it is fitted with inlet connections at fire and rescue service access level, so that it can be charged with water from pumping appliances. In tall blocks, the main is 'wet' and is permanently charged with water from a pressurised supply.

Fire Stopping: A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.

Fire-Resisting Door: A door, together with its frame and furniture, provided for the passage of people, which, when closed, is intended to restrict the passage of fire and smoke to a predictable level of performance.

Fire-Resisting Door E30Sa: A door assembly that has been independently certificated by a UKAS-accredited fire test laboratory as satisfying the relevant test requirements for 30 minutes integrity and control of the passage of smoke at ambient temperature.

Intumescent strip/seal: This is a piece of material fitted around a doorway that when exposed to heat, expands closing any gaps around the door to stop the fire spreading for a period of time. Intumescent strips usually come with either 30 or 60 minutes of resistance to fire.

Means of Escape: A route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

Multi-Unit Building: A building containing 2 or more dwellings and using a common entrance.

Owners' Management Company (OMC): A not-for-profit company established for the management of a Multi-Unit Development. It owns the common areas of the estate. It is collectively owned and controlled by all the owners of the properties within the estate. The directors are elected by the OMC members, and are typically unpaid volunteers.

Passive Protection:

Protected Stairway: A stairway that is adequately protected from the rest of the building by fire-resisting construction.

Riser: A cupboard located within the communal areas of apartment buildings which contain cabling for the main services provided to the individual apartments. For example: telephones satellite television, electricity etc.

Smoke Alarm: Device containing within one housing all the components, except possibly the energy source, for detecting smoke and giving an audible alarm.

Smoke Control System: This is a system that is used to limit the migration of smoke within a building due to a fire. There are several methods to limit this migration, and some are designed to provide a tenable environment for occupants to egress the building.

Storey: Any of the parts into which a building is divided horizontally above or below ground level.

Wet Riser: A Wet riser is a supply system intended to distribute water to multiple levels or compartments of a building, as a component of its firefighting

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