

FIRE SYSTEM SHUTDOWN CONFIRMATION FORM

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| ***SITE DETAILS***  |
| Site Name  |  |
| Address |  |
|  |
| Postcode |  |
| PFA Number  |  | Area affected |  |
| Water Off?  | [ ]  Yes [ ]  No [ ]  N/A |
| [ ]  Sprinkler 4541 | [ ]  Sprinkler 4515 | [ ]  Fire Alarm 4512 | [ ]  Riser 4510 |
| * *NZ Standards 4541 & 4516 (Sprinkler Systems) require “OWNERS APPROVAL” and notification to NZ Fire Service, Insurance Council and building insurers prior to a fire sprinkler shutdown.*
* *NZ Standard 4512 (Fire detection and alarm systems) requires “OWNERS APPROVAL”, and for owners to* ***notify their insurers*** *if the systems are isolated for more than 12 hours.*
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| ***SHUTDOWN DETAILS***  |
| Shutdown Date  |  | Reinstatement Date |  |
| Duration |  | Reinstatement Daily  | [ ]  Yes [ ]  No  |
| Reason For Shutdown  |
| [ ]  Maintenance  | [ ]  Damage  | [ ]  Building Works  | [ ]  Other (Please specify below):  |
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| Shutdown Requested by  |  | Date |  |
| Service Company Name |  |
| **Owner/Representative:** Please sign your acknowledgement of this fire system shutdown and return this form via email to fire-link@alarmnz.com  |
| Insurance Company Notified: | [ ]  Yes [ ]  No [ ]  N/A |
| Owner/Representative Name |  | Signature |  |

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| ***OWNER SAFETY PRECAUTIONS FOR FIRE SYSTEM SHUTDOWN***  |
| • Forbid smoking in the area affected by the fire system shutdown • Stop hazardous processes • Where sprinklers are installed ensure, they are operative • Ensure all smoke stop doors are closed • Ensure Alarm Company can re-establish evacuation sounders if required • Where other systems (lifts, air conditioning etc.) are affected by shutdown, manual controls need to be checked • Arrange to notify others who may use the building during the period of isolation • Ensure building occupiers know to dial 111 for FIRE • Detail FIRE WARDENS to patrol the affected area (one person per 1000m2) IN event of fire call 111. Fire Wardens should check extinguishers and hoses. • No HOT WORK by any parties whilst the fire system is shutdown • If your building has smoke detectors beware that any dust, heat & fumes from building works may activate your alarm • Arrange a procedure with the contractor to get system restored quickly in emergency • Ensure telephone operator and fire watch know how to call fire brigade to your premises • Notify section heads of the need for special care and of the purpose and responsibility of fire watch • Discuss with your insurer and contractor the provisions of a temporary water supply**Note: If you are unaware or do not approve of this shutdown, please contact** **fire-link@alarmnz.com** **immediately**  |