

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): |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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](mailto: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**](mailto:fire-link@alarmnz.com) **immediately** |