



Wychwood School
OXFORD

Maintenance and Testing of Fire Equipment Guidance Notes

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Last Reviewed: November 2020

Date of next review: November 2022

Equipment	Period	Action
Fire-detection and fire-warning systems including self-contained smoke alarms.	Weekly	<ul style="list-style-type: none">• Check all systems for state of repair and operation.• Report/Repair or replace defective units.• Test operation of systems.
	Termly	<ul style="list-style-type: none">• Full check and test of system by competent service engineer (Pyrotec).• Clean self contained smoke alarms and change batteries.
Emergency lighting including self-contained units and torches.	Monthly	<ul style="list-style-type: none">• Check all systems, units and torches for state of repair and apparent function.
	Termly	<ul style="list-style-type: none">• Full check and test of systems and units by competent service engineer (Pyrotec).• Replace batteries in torches.
Fire-fighting equipment including hose- reels.	Monthly	<ul style="list-style-type: none">• Check all extinguishers including hose-reels for correct installation and apparent function.
	Annually	<ul style="list-style-type: none">• Full check and test by competent service engineer (Redbox).