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|  | FIRE-LINK  FIRE SYSTEM SHUTDOWN  SERVICE AGENT FORM |

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| ***SITE DETAILS*** | | | |
| ***Contact Name*** |  | ***Area Affected*** |  |
| ***Address*** |  | ***Zone Affected*** |  |
| ***Suburb & City*** |  | ***Point Affected*** |  |
| ***Date*** | **/ /** | ***Type of Device Isolated*** |  |
| ***Time*** |  |
| ***PFA Number*** |  | ***Water Off?***  ***Yes***  ***No***  ***N/A*** | |

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| ***Sprinkler 4541*** | ***Sprinkler 4515*** | ***Fire Alarm 4512*** | ***Riser 4510*** |
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| ***IMPORTANT INSTRUCTIONS*** | | | | | | | | |
| * *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.* | | | | | | | | |
| ***SHUTDOWN DETAILS*** | | | | | | | | |
| ***Shutdown Date*** | ***/ /*** | | | ***Reinstatement Date*** | | | ***/ /*** | |
| ***Shutdown Time*** |  | | | ***Reinstatement Time*** | | |  | |
| ***Continuous Shutdown*** |  | | | ***Reinstatement Daily*** | | |  | |
| ***SELECT ALL THAT APPLY*** | | | | | | | | |
| ***Maintenance Work Isolation*** | |  | ***Isolation Due to Damage*** | |  | ***Isolation Due to Building Works*** | |  |

***Service Agent Company Name: Signature:***

**Owner/Representative:** please sign your approval of this fire system shutdown and return this form via email (see bottom of form).

***Name: Owner/Representative Signature:***

***Insurers Notified?***  ***Yes***  ***No***  ***N/A***

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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* |

***Once form is complete, please email to*** [***fire-link@alarmnz.com***](mailto:fire-link@alarmnz.com)

*ALARM NETWORKS Monitoring Ph: 09 303 0303 | Service Ph: 09 303 3033*

*Any queries please contact: helpdesk@alarmnz.com*