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|  | FIRE-LINKFIRE SYSTEM SHUTDOWNSERVICE 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.*
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| ***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***

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

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