Instructions for
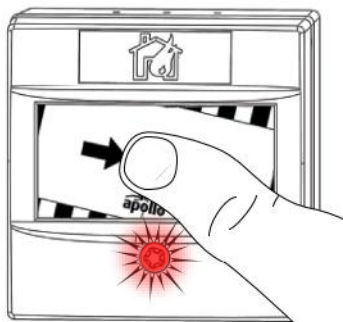# Weekly Fire Alarm Tests in the Sala

STEP 1

Insert silver coloured key into left hand lock on the Fire Alarm Panel and turn it 90º clockwise to disable the Fire Alarm Panel. The yellow coloured 'DISABLE' light should now be visible.

PLEASE NOTE: it is important that the Fire Alarm Panel is disabled before a Call Point is activated otherwise electrical power to the Sala will be disconnected.
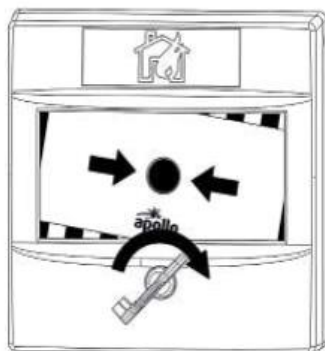
STEP 2

Choose a different Call Point each week to test. Testing the same Call Point each week we cause it to wear out quicker. **Ensure the Fire Alarm Panel is disabled before activating the fire alarm.**

To activate the fire alarm, lift the transparent cover on the Call Point and press the black spot between the two arrows → ● ←. A red light below this will now show and after a few seconds the fire alarm should sound.

Make a note of the zone displayed on the Fire Alarm Panel and log this on the Fire Alarm Test Sheet along with the Call Point number and names of the who people are performing the fire alarm test.
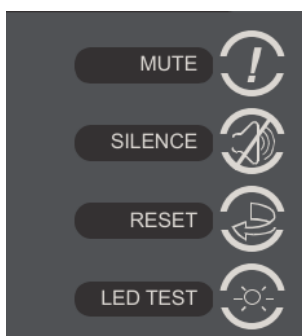
STEP 3

Use the white plastic key to reset the Call Point by placing this over the red light and turning by 90º clockwise. Replace the transparent cover.

With the Call Point reset the Fire Alarm Panel can now be reset and enabled.

STEP 4

To rest the Fire Alarm Panel press 'SILENCE', 'RESET' and then 'MUTE'.

Then enable the Fire Alarm Panel by turning silver key anti-clockwise by 90º

Complete the Fire Alarm Test Sheet.

If there are any faults please send a message to:

- site.manager@amaravati.org; and
- maintenance@amaravati.org.