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AS 1851 - 2012 Mechanical Fire Safety Measures - Facility Manager's Checklist

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Essential Safety Measure	Applicable Standard	Frequency	Compliance testing undertaken by qualified provider	Notes
Documentation	AS1851-2012	Annually	Fire Safety Schedule	
			Annual Fire Safety Statement	
			As installed drawings (as available)	
			Fire Matrix Mechanical	
			Mechanical Services Operations Manuals	
			Commissioning Data	Documentation to be gathered and made available to service provider 90 days prior to the AFSS due date
Stairwell Pressurisation Systems		3M	Simulate by activation from FIP. Check fans, dampers, lamps, ease of door opening, noise & air movement	Per AS1851 parameters
		Annually	Complete all 3M tests and simulate fire /smoke situation. Check and record the following:	
			- Airflow velocity across all doors	
			- Door force	
			- Noise level	
Fire Dampers		Annually	Check free of obstruction	Inspect 20% annually. If failure rate higher than 10% of 20% tested then all fire dampers must be tested
			Release fusible link to check closure and latching	
			Check for corrosion. Ensure any found will not impede damper for 5 years	
			Check integrity of surrounding structure	
Motorised Smoke Dampers		6M	Check operation from fully open to fully closed and free from obstructions	
			Where damper is not required to close fully check operation from maximum to minimum position	
		Annually	Complete all 6M tests	
			Ensure damper moves to fire mode position upon removal of power	
			Check that there is no excessive leakage when in closed position if (only where required to close fully)	
			Check linkage and damper bearings Check for corrosion If motors are pneumatic check for leaks in air lines and connections	
Smoke Dampers		Annually	Check free of obstruction	Inspect 20% annually. If failure rate higher than 10% of 20% tested then all smoke dampers must be tested
			Check tip seals	
			Ensure damper moves to fail safe position when power off	
			Check for corrosion. Ensure any found will not impede damper for 5 years	
Smoke Exhaust Systems		3M	Simulate by activation from FIP. Check fans, dampers, auto doors & lamps operate as documented	Test is initiated in fire panel to verify integrity of the interface between fire and mech systems
			Switch all systems back to normal	
		Annually - Partial Simulation	Complete all 3M tests	Test is initiated in fire panel to verify integrity of the interface between fire and mech systems
			Simulate activation from FIP. Check fans, dampers, auto doors & lamps operate as documented and check	
			-Check Exhaust airflow rate from the space	
			-Check Lamps change status when fan starts/stops	
			-Fire Brigade switch operates fans	
			- Maximum noise level in space	
			Switch all systems back to normal	
Systems Changeover under Fire Conditions		3M	Simulate by activation from FIP	
		Annually	Complete all 3 monthly tests	
			Conduct simulation from a detector to effect changover from normal to fire mode	
			Operate the manual switches at the control panel to verify fans start and stop and dampers(if applicable) open and close	
			Where system is fitted with supply air smoke detector, check it shuts down when detector is automatically activated	
			Check Zone Smoke Control performance	Record all differential pressures
			Check Fire Curtains and ensure they re not compromised by operation of the system in fire mode	