

Fault Reporting



1. Name, address and postcode of building

2. Name and contact details of responsible person

3. What equipment does the fault relate to?

- | | |
|--|--|
| <input type="checkbox"/> Automatic door release mechanisms | <input type="checkbox"/> Rising mains |
| <input type="checkbox"/> Evacuation alert systems | <input type="checkbox"/> Smoke control systems |
| <input type="checkbox"/> Fire detection and alarm systems | <input type="checkbox"/> Suppression systems |
| <input type="checkbox"/> Lifts for use by firefighters or evacuation lifts | |

4. What is the nature of the fault?

5. What area(s) of the building are affected by the fault?

6. What is the estimated timescale for rectification of the fault?

Continues overleaf...

7. Has the fault necessitated a temporary change in evacuation strategy from stay put to simultaneous?

Yes

No

The building already has a simultaneous evacuation policy

8. Have any additional measures being implemented to mitigate against the fault?

Yes

No

9. If yes, provide details on additional measures.

10. Name and contact details of person completing form

Once completed, please return to the form to buildingsafety@hwfire.org.uk