

Essential Services Register



Essential services are the fire and safety systems required in public buildings to ensure the safety of occupants in the event of a fire or emergency.

In order for Committees of Management, and user groups where appropriate, to program processes and procedures to address legislative requirements, this register is provided to ensure that:

- Essential services are maintained, inspected or tested at frequencies specified in applicable Code or Australian Standard.
- Hard copy records are completed and kept onsite.

Emergency Evacuation Plan

An Emergency Evacuation Plan should be prepared and made available adjacent to exit doors throughout the building.

The EEP should include a floor plan of the building and indicate assembly points and exit doors together with the location of fire extinguishers and hose reels. Emergency telephone numbers and basic instructions for evacuation should also be included.

Essential Services Register

Essential Service to be inspected or tested – where installed	Installation standards/level of performance	Nature of inspection or test, frequency
Air conditioning systems	AS 1668	Monthly to AS 1851.6, AS 3666
*Emergency lighting	BCA Part E4, AS 2293.1	6 monthly to AS 2293.2
Emergency power supply	BCA Spec G3.8	6 monthly
Emergency warning and intercommunication systems	BCA E4.9, Spec E1.5, Spec E1.7, AS 2220	Monthly to AS 1851.10
*Exit doors	BCA Section D	3 monthly inspection to confirm exit doors are intact, operational and fitted with conforming hardware
*Exit signs	BCA Part E4, AS 2293.1	6 monthly to AS 2293.2
Fire brigade connections	BCA Spec E1.7, Vic H101.9, Vic H103, AS 1670	Weekly to AS 1851.8
Fire control panels	BCA Vic H101.9, AS 1603.4	Weekly to AS 1851.8
*Fire curtains	BCA Spec H1.3	Annual inspection
Fire dampers	AS 1682.2	Annual inspection to AS 1851.6
Fire detectors and alarm systems	BCA E1.7, AS 1670	Weekly to AS 1851.8
Fire doors (including signs)	BCA Spec C3.4, AS 1905.1	Monthly to AS 1851.7
*Fire extinguishers (portable)	BCA E1.6, AS 2444	6 monthly to AS 1851.1
*Fire hose reels	BCA E1.4	6 monthly to AS 1851.2
Fire hydrants	BCA E1.3, AS 2419.1	Weekly to AS 1851.4
Fire indices for materials	BCA C1.10, AS 1530.3	Annual inspection to confirm no materials with potentially non-conforming fire indices occur
Fire isolated passageways	BCA Sections C and D	Annual inspection
Fire isolated ramps	BCA Section C and D	Annual inspection
Fire isolated stairs	BCA Sections C and D	Annual inspection
Fire mains	BCA Part E1, AS 2118, AS 2419.1	Weekly to AS 1851.4
Fire protective coverings	BCA Section C	Annual inspection
Fire rated access panels	BCA Part C3	Annual inspection to AS 1851.7 equivalent
*Mechanical ventilation systems	BCA E2.2, G3.8, Spec H1.3, AS 1668	Monthly to AS 1851.6, AS 3666
*Paths of travel to exits	BCA Section D	3 monthly inspections to confirm travel paths are intact
Penetrations in fire-rated structures	BCA Part C3	Annual inspection
*Smoke alarms	BCA E1.7, G3.8, Vic H101.9, Vic H103	Monthly to AS 1851.8 (as applicable)
Vehicular access for large isolated buildings	BCA C2.4	Annual inspection to confirm access is maintained

* Most Common Services

AIR CONDITIONING, MECHANICAL VENTILATION SYSTEMS, FIRE DAMPERS

Routines - Level 2, 3 and 4

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and Address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature

EMERGENCY LIGHTING

Six-Monthly and Twelve-Monthly Procedures

REFER: AS 2793.2

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Unit	Task	Routine 1 ie. 6 Months	Routine 2 ie. 12 Months	Signature
Battery Charger	Visual inspection of unit			
	Clean unit and cubicle			
	Check battery voltage - record voltage			
	Check all connections			
	Check voltmeter calibration - record result			
	Check battery earth - fault detector operates			
	Check battery low - voltage alarm operates			
	Visual inspection of unit			
	Check DC input voltage - record voltage			
	Check AC output voltage - record voltage			
	Check voltmeter calibration - record result			
Distribution and control equipment	Visually inspect - relays, contractors, fuses, circuit breakers			
	Check all connections for tightness			
	Clean down equipment and enclosures			
	Check sensing equipment operates system correctly when normal lighting supply isolated			
Emergency lights and exit signs	Check all lights operate correctly			
	Replace faulty lamps			
	Clean reflecting and light emitting surfaces			
Total system	Check proper operation with batter charger off and mains supply isolated			
	Check charger failure alarm operates			
	Check correct batt charging when system restored			
	Check and record battery voltage after discharge test - 100% of lights for at least 90 minutes			
	Batt\Charger change over time to "float charge" mode, after "boost" mode selected - Record time.			
	Record battery re-service or replacement			
Date	Name and address of person conducting inspection		Problems identified	Action to rectify
Date of problem	Signature			

EXIT DOORS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify the problem	Date of rectification	Signature

FIRE ISOLATED PASSAGEWAYS, RAMPS & STAIRS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify the problem	Date of rectification	Signature

EXIT SIGNS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify the problem	Date of rectification	Signature

FIRE EXTINGUISHERS - PORTABLE

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Fire Extinguisher Location	Fire Extinguisher Type	Routine 1 - ie. Six Monthly				Routine 2 - ie. Twelve Monthly			
		Date	Problems Identified	Problems Rectified	Signature	Date	Problems Identified	Problems Rectified	Signature

FIRE HOSE REELS, FIRE MAINS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Fire Reel No. Location	Routine 1 - ie. Six Monthly				Routine 2 - ie. Twelve Monthly			
	Date	Problems Identified	Problems Rectified	Signature	Date	Problems Identified	Problems Rectified	Signature

PATHS OF TRAVEL TO EXITS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and address of person conducting inspection	Problems identified in inspection	Action taken to rectify the problem	Date of rectification	Signature

SMOKE ALARMS

Name of Building: _____ Name of Owner: _____

Address: _____

Level of performance and frequency of maintenance (as specified on Occupancy Permit): _____

Date of Inspection	Name and Address of person conducting inspection	Problems identified in inspection	Action taken to rectify problem	Date of rectification	Signature