

FRA – Action Plan items – Asset & Regeneration – Building Services

1. Trellick – June 2012

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
18	For Information only	There is over provision of portable fire fighting equipment in this building.	I would recommend that a survey of the portable fire fighting equipment in this building is undertaken and the excess extinguishers could be removed. For instance there is no requirement for 3 dry powder extinguishers in the disused boiler room.	Ricki Sams	
23c	High	The portable fire extinguishers located in this building are mostly out of test date according to the contractors servicing labels attached to them. Some being last serviced in 2007.	A survey of all the portable fire extinguishers located in this building should be undertaken, with the ones needed serviced immediately and it confirmed that they are on the external contractors maintenance schedule. The additional extinguishers that are not needed could be removed from the building and not serviced etc or replaced.	Ricki Sams	
23d	High	There is a fire extinguisher with “condemned” written on it located in the foyer electrical room. This seems to indicate that monthly occupier inspections of the fire extinguishers are not being carried out as the inspections would have spotted the writing and the last service date was 2010.	It should be confirmed with the caretakers if they have been carrying out monthly occupier’s inspections of the fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.	Ricki Sams	

23e	High	There is an empty water fire extinguisher located in the lower ground floor staircase area that goes down to the lift pit area.	This empty fire extinguisher should be replaced immediately.	Ricki Sams	
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2. Grenfell Tower – Nov 2012

1a	High	In the basement boiler room area there are a lot of electrical cables hanging down from the ceilings are the walls and not clipped to the wall or ceiling linings correctly. This is especially so in the room first on the right as you exit the staircase door into the basement area.	<p>I would recommend that all the hanging electrical and for that matter all cables are securely fixed to the walls or ceiling linings as required by the wiring regulations or laid in cable trays.</p> <p>I would recommend that in future checks are carried out after contractors have undertaken any cabling work in this building to make certain that no cables are left hanging.</p>	<p>Ricki Sams</p> <p>Cofely to inspect Boiler room cables – 9/1/2013 (Tony Gnap)</p>	
8a	High	<p>In the basement boiler room area there are empty 25 litre plastic containers and empty cardboard boxes being stored under the staircase. Also in the main boiler room area there is contractors waste, plastic packaging, wrapping and protective material which parts come covered with.</p> <p>These combustible items could provide fuel for a</p>	All these empty containers and boxes along with all the contractors waste should be removed immediately from the boiler room. It appears that some of this combustible waste has been here for some time, can it be confirmed that regular caretaker checks of the boiler room area are being undertaken?	<p>Ricki Sams</p> <p>Siobhan Rumble</p> <p>Do the Inspectors regularly inspect this area?</p>	

		fire.			
9	High	There is a secondary exit route from the basement boiler room area.	The location of this secondary exit from the basement boiler room area should be emphasised to contractors who are working in this area. Also see item 12a below.	Ricki Sams	
17	Medium	There is a written description of the fire alarm zones of the building next to the fire alarm panel but no layout and zone diagram.	I would recommend that a layout and zone diagram of the buildings as installed fire alarm system is displayed next to the fire alarm panel in the ground floor lift lobby area.	Ricki Sams	
23a	High	The fire extinguishers located in this building are out of test date according to the servicing labels, the last test date being the 8th August 2011.	All the fire extinguishers in this building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.	Ricki Sams	
23b	High	Some of the portable fire fighting extinguishers in the building have "condemned" written on them in large black writing these are located on the roof level. This seems to indicate that monthly occupier inspections are not being carried out as the inspections would have spotted the writing and the last service date was 2009 or 2010.	These fire extinguishers should be replaced immediately. It should be confirmed with the caretakers if they have carrying out monthly occupier's inspections of the portable fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.	Ricki Sams	
23c	High	There are automatic opening vents on each flat/lift lobby area, it is not known if this system is serviced and maintained.	Can it be confirmed that the automatic opening vents on each flat/lift lobby area are serviced and maintained in accordance with the manufacturer's instructions.	Ricki Sams	

23f	High	<p>The installed fire alarm system within this building.</p> <p>It is assumed that all the information from the company who installed the new fire alarm control panel has been passed over to the TMO along with any documentation and certificates. (Please see letter dated 11th November 2010). As the system will have under gone two annual tests since the control panel installation, again it is assumed that the system is working correctly with all the correct devices are in place. This question is asked because there are two different styles/types of detector on the flat/lift lobby areas. These should be smoke detectors.</p>	<p>I would recommend that the buildings file is checked to see that all the documentation and certificates for the buildings fire alarm system have been handed over. Also that the system is working correctly and the annual servicing documents are present indicating this along with the correct detectors being in place.</p>	Ricki Sams	
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3. Adair Tower – Oct 2010

18	For Information only	<p>There is portable fire fighting equipment located in the flat lift/lobby area cupboards. As there are no employees in the building only residents, the portable fire fighting equipment could be removed as training cannot be given to residents to use the extinguishers and the cupboards are locked shut.</p>	<p>The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers nor do they have access to them.</p>	<p>Keith Fifield</p> <p>As discussed – do you want to have these taken out?</p>	<p>Removed 6/12/10</p>
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4. Hazlewood Tower - Oct 2010

18	For Information only		There is portable fire fighting equipment located in the flat lift/lobby area cupboards. As there are no employees in the building only residents, the portable fire fighting equipment could be removed as training cannot be given to residents to use the extinguishers and the cupboards are locked shut.	The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers nor do they have access to them.	Keith Fifield As per our discussions – will you be removing these? Please confirm	Removed 6/12/10
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5. Ashburnham Tower – Nov 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
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6. Berenger Tower – Nov 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the	Keith Fifield	
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			not be located.	building.		
23	High		The fire extinguishers in the lift motor room and the ground floor electrical room are out of test date according to the servicing labels, the last test date being February 2009.	These fire extinguishers should be serviced immediately and placed on the contractors maintenance schedule if they are missing from it	Keith Fifield	Completed - Serviced Nov 2010 and added to the Asset Register??

7. Blantyre Tower – Nov 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
14b	High		There is part of the metal duct work missing on the 1st floor level flat/lift lobby area where cables emerge from the cupboard.	This metal duct work should be replaced to maintain the fire rating of the structure of the building. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that the structural elements of the buildings remain fire rated.	Keith Fifield	
15	Medium		There appeared to be emergency lighting units in the staircase enclosure	Can it be confirmed by the TMO electrical engineer or a contractor if	Keith Fifield	

			of the building as neon charging indicator lights are visible on some lighting units.	there are emergency lighting units in the staircase enclosure of the building. If there are they should be placed on the contractors register for servicing and maintenance along with the units in the lift motor room.		
23	High		The fire extinguisher in the roof level lift motor room is out of test date according to the servicing labels, the last test date being February 2009.	This fire extinguisher should be serviced immediately and placed on the contractors maintenance schedule.	Keith Fifield	

8. Dartrey Tower – Nov 2010

1a	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
1b	Low		At the time of this risk assessment there was an electrical cable hanging down from the ceiling outside the ground floor entrance door to the staircase of the building. It is not known what the cable is connect to.	I would recommend that this electrical cable is secured back to the ceiling or cut back if no longer required, so that it does not hang down.	Keith Fifield	

9. Greaves Tower – Nov 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
14b	High		There is part of the metal duct work and cupboard fascia missing on the 1st floor walkway area where cables emerge from the left hand side cupboard at high level.	This metal duct work and fascia should be replaced to maintain the fire rating of the structure of the building. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that the structural elements of the buildings remain fire rated.	Keith Fifield	
15	Medium		There appeared to be emergency lighting units in the staircase enclosure of the building as neon charging indicator lights are visible on some lighting units.	Can it be confirmed by the TMO electrical engineer or a contractor if there are emergency lighting units in the staircase enclosure of the building. If there are they should be placed on the contractors register for servicing and maintenance along with the units in the lift motor room.	Keith Fifield	
23	High		The fire extinguisher in the roof level lift motor room is out of test date according to the servicing labels, the last test date being February 2009.	This fire extinguisher should be serviced immediately and placed on the contractor's maintenance schedule.	Keith Fifield	

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10. Chelsea Reach Tower – Nov 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
15	Medium		There appeared to be emergency lighting units in the staircase enclosure of the building as neon charging indicator lights are visible on some lighting units.	Can it be confirmed by the TMO electrical engineer or a contractor if there are emergency lighting units in the staircase enclosure of the building. If there are they should be placed on the contractors register for servicing and maintenance along with the units in the lift motor room.	Keith Fifield	
23	High		The fire extinguisher in the roof level lift motor room is out of test date according to the servicing labels, the last test date being February 2009.	This fire extinguisher should be serviced immediately and placed on the contractors maintenance schedule.	Keith Fifield	

11. Whistler Tower - Nov 2010

15	Medium		There appeared to be emergency lighting units in the staircase enclosure of the building as neon charging indicator lights are visible on some lighting units.	Can it be confirmed by the TMO electrical engineer or a contractor if there are emergency lighting units in the staircase enclosure of the building. If there are they should be placed on the contractors register for servicing and maintenance along with the units in the lift motor room.	Keith Fifield	
23	High		The fire extinguisher in the roof level lift motor room is out of test date according to the servicing labels, the last test date being February 2009.	This fire extinguisher should be serviced immediately and placed on the contractors maintenance schedule.	Keith Fifield	

12. Worlds End Estate 1st Floor Walkways – Dec 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
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13. Worlds End Estate 4th floor walkways – Dec 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
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14. Dartrey Sheltered Scheme – Dec 2010

1	Medium		The electrical fixed wiring of the common parts of the building has been undertaken but the test certificate could not be located.	I would recommend that the electrical contractor is asked to provide a replacement electrical fixed wiring test certificate for the common parts of the building.	Keith Fifield	
23a	High		The fire extinguishers and the fire blanket in club room are out of test date according to the servicing labels, the last test date being February 2009.	These fire extinguishers and the fire blanket should be serviced immediately and placed on the contractor's maintenance schedule.	Keith Fifield	

15. Dixon House – Dec 2012

18a	Medium		There is a dry powder fire extinguisher located outside the roof level lift motor room, BS 5306 Part 8 2012 states that dry powder fire extinguishers should now not be located in confined spaces unless specified for use indoors by a Health and Safety assessment	A Health and Safety assessment should be undertaken if this dry powder fire extinguisher is to remain located outside the roof level lift motor room or it could be removed because there are other fire extinguishers in the lift motor room.	Ricki Sams	
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18b	For your information only	There are fire extinguishers provided in the ground floor level storage rooms of this building, these areas do not have anybody employed to work in them and are covered by an automatic water sprinkler system.	All the fire extinguishers in these storage areas could I believe be removed as these areas are covered by an automatic water sprinkler system.	Ricki Sams	
23c	High	<p>About half of the portable fire extinguishers located in this building are out of test date according to the servicing labels, the last test date being December 2008 for the ones in the roof level plant rooms.</p> <p>Other extinguishers have a last test date of January 2012.</p>	<p>All the portable fire extinguishers in the building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.</p> <p>Alternatively the ones in the roof level plant areas could be removed from the building and not serviced etc or replaced as there are extinguishers in the roof level lift motor room. Also the extinguisher in the electrical room could be removed.</p> <p>Also see items 18a and b above.</p> <p>The external contractor's maintenance schedule should be amended to show any changes.</p>	Ricki Sams	

16. Frinstead House – Dec 2012

22a	High	There are two other occupiers located on the ground floor level of this building, Cofely a contractor with offices and the residents club	I would recommend that the other occupants are asked for a copy of their Fire Risk Assessments (FRAs). Once these have been	Ricki Sams	
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		room.	obtained then any actions on the significant findings sheet that may be applicable to the TMO parts of the building should be action-ed.	Could you ask Cofely for a copy of their FRA for this area please & pass to H&S	
22b	High	Once the other occupiers FRA and significant findings have been obtained it should be passed on to the person or department who will co-ordinating all the occupier's significant responses into one single set of significant findings.	Once finalised and co-ordinated all the relevant items indicated on the whole buildings significant findings should be action-ed.	See above	
23b	High	It is not known who is undertaking the monthly testing and inspections of the installed sprinkler systems in the residents club room and the office area.	Can it be confirmed that the monthly tests of the installed sprinkler systems are being undertaken with record sheets kept.	Ricki Sams RGE carry out bi-yearly (2 visit per year) service visits to the sprinkler system and the next service is due 7th January 2013.	7/1/13
23c	High	About half of the portable fire extinguishers located in this building are out of test date according to the servicing labels, the last test date being December 2008 for the ones in the roof level plant rooms. Other extinguishers have a last test date of	All the portable fire extinguishers in the building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule. Alternatively the ones in the roof level plant	Ricki Sams RGE carry out annual visits and the next yearly Fire Equipment Service is schedule for the	10/1/13

		January 2012.	<p>areas could be removed from the building and not serviced etc or replaced as there are extinguishers in the roof level lift motor room. Also the extinguisher in the electrical room could be removed.</p> <p>The external contractor's maintenance schedule should be amended to show any changes.</p>	10th January 2013.	
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17. Markland House – Dec 2012

18	For your information only	There are fire extinguishers provided in the ground floor level storage rooms of this building, these areas do not have anybody employed to work in them and are covered by an automatic water sprinkler system.	All the fire extinguishers in these storage areas could I believe be removed as these areas are covered by an automatic water sprinkler system.	Ricki Sams	
19	For information only	The glass front of the open roof level dry riser outlet box is missing, this is on a restricted roof area so there is very little likelihood of the dry riser outlet pipe being damaged.	The glass front of the open roof level dry riser outlet box could be replaced.	Ricki Sams	
23b	High	About half of the portable fire extinguishers located in the building are out of test date according to the servicing labels, the last test date being December 2008 for the ones in the roof level plant rooms or in the residents storage area .	<p>All the portable fire extinguishers in the building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.</p> <p>Alternatively the ones in the roof level plant</p>	Ricki Sams	

		Other extinguishers have a last test date of November 2011 or November 2012.	<p>areas could be removed from the building and not serviced etc or replaced as there are extinguishers in the roof level lift motor room. Also see item 18 above.</p> <p>The external contractor's maintenance schedule should be amended to show any changes.</p>		
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18. Whitstable House – Dec 2012

18	For your information only	There are fire extinguishers provided in the ground floor level storage rooms of this building, these areas do not have anybody employed to work in them and are covered by an automatic water sprinkler system.	All the fire extinguishers in these storage areas could I believe be removed as these areas are covered by an automatic water sprinkler system.	Ricki Sams	
23b	High	<p>Most of the portable fire extinguishers located in the building are out of test date according to the servicing labels, the last test date being December 2008 for the ones in the roof level plant rooms.</p> <p>Other extinguishers have a last test date of December 2010.</p>	<p>All the portable fire extinguishers in the building should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.</p> <p>Alternatively the ones in the roof level plant areas could be removed from the building and not serviced etc or replaced as there are extinguishers in the roof level lift motor room. Also see item 18 above.</p> <p>The external contractor's maintenance</p>	Ricki Sams	

			schedule should be amended to show any changes.		
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19. King Charles House – Nov 2012

8	High	Internally at the roof level, at the head of the staircase between the wire gate and the roof access door there is a lot of contractors material some of it combustible, the contractors name on the packaging is "Clearwater Technology". These items are also partially obstructing access to the external roof. The plastic packaging, wrapping and cardboard are combustible and could provide fuel for a fire.	This area at the head of the staircase should be maintained free of all storage so that there is no fire loading of the area and also so that the access to the external roof is not obstructed.	Ricki Sams	
23a	High	The emergency escape lighting system unit currently installed in the staircase and the lift motor room does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

20. Raymede Tower – June 2011

1	High		The covers of the lighting units in the building are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels in the staircase and on the external balconies.	Keith Fifield	
14a	High		In the staircase enclosure there is a cable duct, the covers have been removed from this duct on some landings and not replaced correctly, levels 1 and 7. In other cases the covers have been replaced with thin plywood, level 4 and 6 for instance.	Where covers are missing or have been replaced with thin plywood they should be replaced with a suitable material capable of resisting fire. These covers are needed to maintain the fire rating of the protected staircase structure.	Keith Fifield	
15	Low		New emergency lighting units are to be installed on the external balconies and in the staircase enclosure, the contractor is starting work imminently.	I would recommend that when this installation is completed that the contractor is asked to provide all the relevant documentation, design, completion certificates etc to BS 5266 part 1 2005 as evidence of a correct installation.	Keith Fifield	Installed – July 2011
23a	High		The carbon dioxide portable fire extinguishers located in the 2 ground floor electrical rooms are out of test date according to the servicing label, the last test date being November 2009. The fire extinguisher located in the lift motor room was in test date.	The 2 carbon dioxide portable fire extinguishers located in the ground floor electrical rooms should be serviced immediately and it confirmed that it is on the external contractors maintenance schedule.	Keith Fifield	

21. Treverton Tower - June 2011

1a	High		The covers of the lighting units in the building are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels in the staircase and on the external balconies.	Keith Fifield	
1b	High		The portable electrical appliances in the caretaker's office area do not have portable appliance testing labels attached to them.	The portable electrical appliance in the caretaker's office area should be testing by a suitably qualified person and new test labels attached to each item if it passes the test. I would recommend that an asset register of all the items is started and maintained and test records are kept.	Keith Fifield	
14	High		In the staircase enclosure there is a cable duct, the covers have been removed from this duct on some landings and not replaced correctly, level 5. In other cases the covers have been replaced with thin plywood, levels 6 and 9 for instance.	Where covers are missing or have been replaced with thin plywood they should be replaced with a suitable material capable of resisting fire. These covers are needed to maintain the fire rating of the protected staircase structure.	Keith Fifield	
15	Low		New emergency lighting units are to be installed on the external balconies and in the staircase enclosure, the contractor is starting work imminently.	I would recommend that when this installation is completed that the contractor is asked to provide all the relevant documentation, design,	Keith Fifield	Lighting installed July 2011

			completion certificates etc to BS 5266 part 1 2005 as evidence of a correct installation.		
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22. Burleigh House, Thomas More Estate - Jan 2013

5a	High	On the top floor level landing of each of the staircases there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed what this switch is for, is it for or connected with the extraction equipment in the roof space areas?	Ricki Sams	
5b	High	On the top floor level landing of each of the staircases there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed that any maintenance or servicing is being undertaken as per the manufactures requirements for the roof space extraction systems. If it is not then maintenance and/or servicing should be undertaken immediately with any defects etc rectified if any are found.	Ricki Sams	
14a	High	Are there any fire dampers or filters installed in the extraction units located in the roof space areas?	If any dampeners or filters are installed within the roof space area extraction systems are these on a maintenance and servicing contract, if applicable?	Ricki Sams	
15	As soon as financially possible	There is presently no emergency lighting installed in this building, on the landings of the staircases or in the roof space areas ie the common parts of this building. The staircases of this building are six storey's in	I would recommend that emergency lighting units are installed in the common parts ie the staircase enclosures of this building and the possibly also the roof spaces to provide illumination of the means of escape routes if the	Ricki Sams	

		height.	normal lighting fails. The installation should be to British Standard 5266 Part 1 including the undertaking of the risk assessment section first. Once installed the emergency lighting system should be added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned maintenance programme.		
17a	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	Can the TMO electrical engineer confirm what this device is for? If it is to do with the extraction unit or equipment how does it work?	Ricki Sams	
17b	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	What standard has the device been installed to and is there any documentation or certification from the installers for these devices?	Ricki Sams	
17c	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	Is there a policy and procedure for when the fire alarm activates? Does the caretaker know this procedure and policy? Has this policy and any procedures been communicated to the residents? If need be will fire action notices be provided for the residents?	Ricki Sams	
17d	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then	Ricki Sams	

			contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB if required.		
21	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	Has the caretaker of this building been given specific instructions and training on how to undertake any occupiers testing of this device?	Ricki Sams	
23a	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	Is the device marked "Fire Alarm" being serviced, tested and maintained by a contractor? If it is not being testing and servicing this should be undertaken immediately and in accordance with any manufactures instructions. Then placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

23. Cadogan House – Jan 2013

15	As soon as financially possible	There is presently no emergency lighting installed in this building, on the landings of the staircases or in the roof space areas ie the common parts of this building. The staircases of this building are six storey's in height.	I would recommend that emergency lighting units are installed in the common parts ie the staircase enclosures of this building and the possibly also the roof spaces to provide illumination of the means of escape routes if the normal lighting fails. The installation should be to British Standard 5266 Part 1 including the undertaking of the risk assessment section first. Once installed the emergency lighting system should be added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned	Ricki Sams	
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			maintenance programme.		
17	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB if required.	Ricki Sams	

24. Dacre House – Jan 2013

5a	High	On the top floor level landing of each of the staircases there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed what this switch is for, is it for or connected with the extraction equipment in the roof space areas?	Ricki Sams	
5b	High	On the top floor level landing of each of the staircases there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed that any maintenance or servicing is being undertaken as per the manufactures requirements for the roof space extraction systems. If it is not then maintenance and/or servicing should be undertaken immediately with any defects etc rectified if any are found.	Ricki Sams	
14a	High	Are there any fire dampeners or filters installed in the extraction units located in the roof space areas?	If any dampeners or filters are installed within the roof space area extraction systems, are these on a maintenance and servicing contract?	Ricki Sams	
15a	Medium	There has recently been a new emergency lighting system/units installed in the	I would recommend that the buildings file is check to see if all the correct documentation is	Ricki Sams	

		staircases of this building and in the lower ground floor electrical rooms/cupboards.	contained within it reference these new emergency lighting systems/units. There should be design, installation and completion certificates etc to the model standards in BS 5266 Part 1 2011. If these are not available then the contractor who installed the systems should be asked to provide all the relevant documentation, this is evidence of correct installation etc if the enforcing authorities undertake an audit of this building.		
15b	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building and in the lower ground floor electrical rooms/cupboards. But it is not known if emergency lighting units were installed in the roof space areas.	Can it be confirm if emergency lighting units were installed within the roof space areas, where the extraction plant is installed If the installation is not to the British Standard 5266 Part 1 2011 then additional works should be undertaken so that it conforms to this standard.	Ricki Sams	
15c	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building and in the lower ground floor electrical rooms/cupboards.	Can it be confirm if the emergency lighting units/ systems have been added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned maintenance programme.	Ricki Sams	
17a	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire Alarm".	Can the TMO electrical engineer confirm what this device is for? If it is to do with the extraction unit or equipment how does it work?	Ricki Sams	
17b	High	At the head of each of the staircases there is a device attached to the ceiling marked "Fire	What standard has the device been installed to and is there any documentation or certification	Ricki Sams	

		Alarm”.	from the installers for these devices?		
17c	High	At the head of each of the staircases there is a device attached to the ceiling marked “Fire Alarm”.	Is there a policy and procedure for when the fire alarm activates? Does the caretaker know this procedure and policy? Has this policy and any procedures been communicated to the residents? If need be will fire action notices be provided for the residents?	Ricki Sams	
17d	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB if required.	Ricki Sams	
21	High	At the head of each of the staircases there is a device attached to the ceiling marked “Fire Alarm”.	Has the caretaker of this building been given specific instructions and training on how to undertake any occupiers testing of this device?	Ricki Sams	
23a	High	At the head of each of the staircases there is a device attached to the ceiling marked “Fire Alarm”.	Is the device marked “Fire Alarm” being serviced, tested and maintained by a contractor? If it is not being testing and servicing this should be undertaken immediately and in accordance with any manufactures instructions. Then placed on the contractor’s maintenance schedule for future servicing.	Ricki Sams	
23c	Medium	Caretaker testing and inspections of the device marked “Fire Alarm” any occupier	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers	Wendy Stevenson	

		inspections or testing of the extraction systems and the inspections of the buildings structure etc.	check list in this building, with the fire alarm device and the extraction system added if necessary as extra checks, with the completed sheets kept as a record.	/ Ricki Sams	
23d	For Information only	There is a carbon dioxide portable fire extinguisher located in the lower ground floor electrical room/cupboard by flat 4 and in the wall mounted cupboard by flat 27.	These two carbon dioxide fire extinguishers could be removed from this building, there are no fire extinguishers in the electrical cupboards of the other buildings on this site. If they are removed the external contractor's maintenance schedule should be amended to show this change.	Ricki Sams	

25. Winchester House – Jan 2013

5a	High	On the top floor level of the staircase landing by flats 25 to 28 and behind the ground floor staircase entrance door in the other staircase there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed what this switch is for, is it for or connected with the extraction equipment in the roof space areas?	Ricki Sams	
5b	High	On the top floor level of the staircase landing by flats 25 to 28 and behind the ground floor staircase entrance door in the other staircase there is a wall mounted box which has marked on it "Fan Switch/Ventilation".	Can it be confirmed that any maintenance or servicing is being undertaken as per the manufactures requirements for the roof space extraction systems. If it is not then maintenance and/or servicing should be undertaken immediately with any defects etc rectified if any are found.	Ricki Sams	

14a	High	Are there any fire dampeners or filters installed in this building?	If any dampeners or filters are installed within this building, are these on a maintenance and servicing contract?	Ricki Sams	
15a	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building, in the lower ground floor electrical rooms/cupboards and in the roof space areas.	Can it be confirm if the emergency lighting units/ systems have been added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned maintenance programme.	Ricki Sams	
15b	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building, in the lower ground floor electrical rooms/cupboards and the roof space areas.	I would recommend that the buildings file is check to see if all the correct documentation is contained within it reference these new emergency lighting systems/units. There should be design, installation and completion certificates etc to the model standards in BS 5266 Part 1 2011. If these are not available then the contractor who installed the systems should be asked to provide all the relevant documentation, this is evidence of correct installation etc if the enforcing authorities undertake an audit of this building.	Ricki Sams	
14a	High	Are there any fire dampeners or filters installed in this building?	If any dampeners or filters are installed within this building, are these on a maintenance and servicing contract?	Ricki Sams	

17a	High	At the head of the staircase outside flats 53 to 56 only there is a device attached to the ceiling marked "Fire Alarm". There is not one at the head of the other staircase.	Can the TMO electrical engineer confirm what this device is for? If it is to do with the extraction unit or equipment how does it work?	Ricki Sams	
17b	High	At the head of the staircase outside flats 53 to 56 only there is a device attached to the ceiling marked "Fire Alarm".	What standard has this device been installed to and is there any documentation or certification from the installers for this device?	Ricki Sams	
17c	High	At the head of the staircase outside flats 53 to 56 only there is a device attached to the ceiling marked "Fire Alarm".	Is there a policy and procedure for when this fire alarm activates? Does the caretaker know this procedure and policy? Has this policy and any procedures been communicated to the residents of this staircase? If needed will fire action notices be provided for the residents?	Ricki Sams	
17d	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders	Ricki Sams	

			fitted by the LFB if required.		
21	High	At the head of the staircase outside flats 53 to 56 only there is a device attached to the ceiling marked "Fire Alarm".	Has the caretaker of this building been given specific instructions and training on how to undertake any occupiers testing of this device?	Ricki Sams	
23a	High	At the head of the staircase outside flats 53 to 56 only there is a device attached to the ceiling marked "Fire Alarm".	Is the device marked "Fire Alarm" being serviced, tested and maintained by a contractor? If it is not being testing and servicing this should be undertaken immediately and in accordance with any manufactures instructions. Then placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

26. Kingsley House – Jan 2013

14a	High	Are there any fire dampeners or filters installed in this building?	If any dampeners or filters are installed within this building, are these on a maintenance and servicing contract?	Ricki Sams	
15a	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building, in the lower ground floor electrical rooms/cupboards and in the	Can it be confirm if the emergency lighting units/ systems have been added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a	Ricki Sams	

		roof space areas.	planned maintenance programme.		
15b	Medium	There has recently been a new emergency lighting system/units installed in the staircases of this building, in the lower ground floor electrical rooms/cupboards and the roof space areas.	I would recommend that the buildings file is check to see if all the correct documentation is contained within it reference these new emergency lighting systems/units. There should be design, installation and completion certificates etc to the model standards in BS 5266 Part 1 2011. If these are not available then the contractor who installed the systems should be asked to provide all the relevant documentation, this is evidence of correct installation etc if the enforcing authorities undertake an audit of this building.	Ricki Sams	
17a	High	At the head of the staircase outside flats 21 to 24 only there is a device attached to the ceiling marked "Fire Alarm". There is not one at the head of the other staircase.	Can the TMO electrical engineer confirm what this device is for? If it is to do with the extraction unit or equipment how does it work?	Ricki Sams	
17b	High	At the head of the staircase outside flats 21 to 24 only there is a device attached to the ceiling marked "Fire Alarm". .	What standard has this device been installed to and is there any documentation or certification from the installers for this device?	Ricki Sams	
17c	High	At the head of the staircase outside flats 21 to 24 only there is a device attached to the ceiling marked "Fire Alarm".	Is there a policy and procedure for when this fire alarm activates? Does the caretaker know this procedure and policy? Has this policy and any procedures been communicated to the residents of this staircase?	Ricki Sams	

			If needed will fire action notices be provided for the residents?		
17d	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB if required.	Ricki Sams	
21	High	At the head of the staircase outside flats 21 to 24 only there is a device attached to the ceiling marked "Fire Alarm".	Has the caretaker of this building been given specific instructions and training on how to undertake any occupiers testing of this device?	Ricki Sams	
23a	High	At the head of the staircase outside flats 21 to 24 only there is a device attached to the ceiling marked "Fire Alarm".	Is the device marked "Fire Alarm" being serviced, tested and maintained by a contractor? If it is not being testing and servicing this should be undertaken immediately and in accordance with any manufactures instructions. Then placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

23d	For Information only	There is a carbon dioxide portable fire extinguisher located in both of the lower ground floor electrical room/cupboards.	These two carbon dioxide fire extinguishers could be removed from this building, there are no fire extinguishers in the electrical cupboards of the other buildings on this site. If they are removed the external contractor's maintenance schedule should be amended to show this change.	Ricki Sams	
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27. Gilray House – Nov 2012

9	High	There is a locked road level external grate on the secondary exit route from the basement boiler room. If not unlocked before work commences this will not allow the secondary exit route from the basement area to be used.	It should be emphasised to contractors who are working in the basement boiler room that the road level external grate should be unlocked before work commences thus giving them a secondary exit route from the basement area.	Ricki Sams It is essential that Contractors are instructed to always unlock this secondary exit before commencing any work in the basement boiler room.	
23a	High	The emergency lighting system currently installed on the staircase landings, in the lift motor rooms, the electrical rooms and in the boiler room of this building was last serviced on the 4th November 2010. It does not appear on the electrical asset list as supplied by the TMO electrical engineer as an annual item. Is the	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained annually. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and	Ricki Sams	

		installed emergency lighting system being serviced, tested and maintained annually?	then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.		
23b	High	The fire extinguishers located in this building are out of test date according to the servicing labels, the last test date being the 9th February 2011.	All the fire extinguishers in this building should be serviced immediately and it confirmed that they are on the external contractors maintenance schedule.	Ricki Sams	
23c	High	The carbon dioxide portable fire extinguishers located in the ground floor electrical rooms are out of test date according to the servicing labels attached to them. The last test date being 9th February 2011.	These carbon dioxide portable fire extinguishers located in the ground floor electrical rooms should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule. Alternatively they could be removed from the building and not serviced etc.	Ricki Sams Could we please arrange for these to be removed as per the assessor's recommendation?	

29. Lacland House – Nov 2012

23a	High	The emergency lighting system currently installed on the staircase landings, in the lift motor rooms and in the electrical rooms of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the	Ricki Sams	
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			system with locations of units etc placed on the contractors maintenance schedule for future servicing.		
23b	High	The fire extinguisher in the lift motor room above flats 17 to 32 has "condemned" written on it in large black writing.	If this fire extinguisher is condemned then it should be replaced immediately. I would recommend that the fire extinguisher contractor is asked why a condemned item has been left on site and available to be used.	Ricki Sams	

30. Milmans House – Nov 2012

18	High	The carbon dioxide fire extinguisher in the lift motor room above flats 17 to 32 has no horn on it so cannot be used.	This fire extinguisher should be replaced immediately or a new horn securely fixed on to the extinguisher. I would recommend that the fire extinguisher contractor is asked why a fire extinguisher has been left on site and available to be used in this condition.	Ricki Sams	
23a	High	The emergency lighting system currently installed on the staircase landings, in the lift motor rooms and in the electrical rooms of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on	Ricki Sams	

			the contractors maintenance schedule for future servicing.		
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31. Elm Park House – June 2011

18a	High		There are two water fire extinguisher located near to the electrical sub station and the electrical room at the basement level.	I would recommend that these water fire extinguishers are removed from the area near the electrical room and sub station in the basement area.	Keith Fifield	
18b	Low		There is portable fire fighting equipment provided in the resident's storage area at the basement level of this building. As this is a residential building the portable fire fighting equipment could be removed.	The portable fire fighting equipment in the residents storage areas of this building could be removed. As the residents cannot be given training to use the extinguishers.	Keith Fifield	
18c	Low		There are 3 carbon dioxide portable fire extinguishers in the lift motor room, one is brand new.	At least one if not two of these carbon dioxide portable fire fighting extinguishers could be removed from the lift motor room.	Keith Fifield	
23a	High		The emergency escape lighting system unit currently installed in the staircases, the lift motor room etc does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc	Keith Fifield	

			rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.		
23b	Medium		<p>There appears to be a ventilation system installed in the staircases of this building.</p> <p>Could it be confirmed by the TMO engineer if there is in fact a ventilation system installed in each staircase of this building?</p> <p>If there are ventilation systems installed are they being serviced, tested and maintained.</p> <p>If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system placed on the contractors maintenance schedule for future servicing.</p> <p>Occupiers testing should be undertaken by the caretakers and records kept.</p> <p>If no system is installed on does not need to be and no further action is need on this issue.</p>	Keith Fifield	

32. 5 Elm Park Gardens – Mar 2010

No				Action by (Name)		(Name)	
1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF	KF to provide documentation		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	As above			
1.7	3	Confirmation should be sought that gas maintenance checks are being carried out on the gas boiler in accord with current gas safety regulations.	1	Bill Carr to confirm			
3.4	3	It is recommended that area of the electrical sub station which is under the control of the electrical supply company is checked for structural fire resistance by the responsible person. If any structural fire resistance is found to be inadequate this should be rectified to meet Building Regulations.	1	KF to check ownership	KF		
7.4	3	It is recommended that TMO confirms that the fire sprinkler system for the basement boiler room area is subject to maintenance and testing in line with current guidance and British Standards.	1	KF			
7.4	4	Should the fires sprinklers not be subject to testing in accord with BS 5306 it is strongly recommended that competent engineers be engaged to undertake such testing.	1	KF			

33. 7 Elm Park Gardens – Feb 2010

No				Action by (Name)		(Name)	
1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF			

1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	KF to provide documentation	
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34. 67 Elm Park Gdns – Mar 2010

No				Action by (Name)		(Name)
1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF	KF	
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	Certificate and date of next test	
7.4	3	It is recommended that TMO confirms that the fire sprinkler system in the buildings under ground car park is subject to maintenance and testing in line with current guidance and British Standards.	1	KF to advise	KF	
7.4	4	Should the fire sprinklers not be subject to testing in accord with BS 5306 it is strongly recommended that competent engineers be engaged to undertake such testing.	1	As above	KF	

35. 1 Elm Park Gardens- April 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	<p>I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB.</p> <p>Alternatively the TMO could fit hard</p>	Ricki Sams
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			wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The foam and carbon dioxide fire extinguishers located in the basement level boiler room are out of test date according to the servicing labels attached to them. The last test date being in 2008.	I would recommend that the carbon dioxide fire extinguishers presently located in the ground floor entrance hall is relocated to this boiler room, only this extinguisher is needed here. The two fire extinguishers currently in this boiler room could then be disposed of. The external contractor's maintenance schedule should be amended to show this change.	Ricki Sams	
23b	High	The emergency lighting system currently installed in this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc	Ricki Sams	

			rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.		
23d	High	The fire extinguishers in the basement boiler room are way out of test date. This seems to indicate that monthly occupier inspections of the fire extinguishers are not being carried out as the inspections would have spotted the last service date was 2008.	It should be confirmed with the caretakers if they have carrying out monthly occupier's inspections of the fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.	Ricki Sams	

36. 2 &4 Elm Park Gardens – April 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted in all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/ sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
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23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the water tank room does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
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37. 10 Elm Park Gardens – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
17	High	Number 17 Continued			

18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

38. 16 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively	Ricki Sams	
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			the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
19	High	The basement conversion, flat number 16A has been fitted with a water protection system (water mist or domestic sprinklers). It is not known if the manufacturers documentation along with all the servicing and maintenance manuals etc have been handed over by the project manager or the contactor's who installed the system.	<p>I would recommend that the buildings file is checked to see that the following information is contained within it this information is a requirement for fitting a domestic water protection system.</p> <ol style="list-style-type: none"> 1. Commissioning certificates 2. Leakage test certificates 3. Functional test certificates 4. Documentation saying compliant with The Water Supply (Water Fittings) Regulations 1999 from water authority consulted and any response to the consultation; 5. Drawings showing details of the system which should include: <ol style="list-style-type: none"> a) the address and location of the premises b) the name and address of the supplier with the designers name; 	Ricki Sams	

			<p>c) the date of installation.</p> <p>d) a general description of the system including water supply details.</p>		
23a	High	<p>The emergency lighting system currently installed in the entrance hall, on the landings and in the lift motor and water tank rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?</p>	<p>I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.</p>	Ricki Sams	
23d	High	<p>Is there a contract with a specialist contractor to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 16AB being undertaken according to the manufactures guidance. This will include any detection systems and alarm systems.</p>	<p>Is a specialist contractor being employed to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 16A in accordance with the manufactures guidance? If not testing/ servicing etc should be undertaken immediately and any defects etc rectified and then the system placed on a planned maintenance schedule for future testing/servicing etc. Are records</p>	Ricki Sams	

			being kept of all the testing and servicing undertaken?		
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39. 22 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18a	High	The fire extinguishers in the boiler room with “condemned” written on them should be removed from the boiler room immediately.	The condemned fire extinguishers in the boiler room should be replaced with in service date fire extinguishers. This boiler room should contain 1 carbon dioxide extinguisher and either a foam or dry powder extinguisher.	Ricki Sams	
18b	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external	Ricki Sams	

			contractor's maintenance schedule amended to show it is not now in situ.		
19a	High	The basement conversion, flat number 22A has been fitted with a domestic water protection system (water mist or domestic sprinklers). It is not known if the manufacturers documentation along with all the servicing and maintenance manuals etc have been handed over by the project manager or the contractor's who installed the system.	I would recommend that the buildings file is checked to see that the following information is contained within it this information is a requirement for fitting a domestic water protection system. 1. Commissioning certificates 2. Leakage test certificates 3. Functional test certificates	Ricki Sams	
19b	High	Item 19 continued	4. Documentation saying compliant with The Water Supply (Water Fittings) Regulations 1999 from water authority consulted and any response to the consultation; 5. Drawings showing details of the system which should include: a) the address and location of the premises b) the name and address of the supplier with the designers name; c) the date of installation. d) a general description of the system including water supply details		
23a	High	The emergency lighting systems currently installed in the entrance hall, on the landings, in the lift and water tank rooms and in the boiler room do not appear on the	I would recommend that the TMO electrical engineer and the electrical contractor are asked if the installed emergency lighting systems in this building is being serviced, tested and	Ricki Sams	

		electrical asset list as supplied by the TMO electrical engineer. Are the installed emergency lighting systems being serviced, tested and maintained?	maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the systems with locations of units etc placed on the contractor's maintenance schedule for future servicing.		
23b	High	Two of the fire extinguishers in the boiler room have "condemned" written on them in large black writing. This seems to indicate that monthly occupier inspections of the fire extinguishers are not being carried out as the inspections would have spotted the writing and the last service date was 2010.	It should be confirmed with the caretakers if they have carrying out monthly occupier's inspections of the portable fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.	Ricki Sams	
23d	High	Is there a contract with a specialist contractor to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 22A being undertaken according to the manufacturers guidance. This will include any detection systems and alarm systems.	Is a specialist contractor being employed to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 22A in accordance with the manufactures guidance? If not testing/ servicing etc should be undertaken immediately and any defects etc rectified and then the system placed on a planned maintenance schedule for future testing/servicing etc. Are records being kept of all the testing and servicing undertaken?	Ricki Sams	

40. 28 Elm Park Gdns – March 2012

17a	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the lift motor and water tank rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the	Ricki Sams	

			contractor's maintenance schedule for future servicing.		
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41. 34 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	<p>I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB.</p> <p>Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.</p>	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building does not appear on	I would recommend that the TMO electrical engineer and the electrical	Ricki Sams	

		the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.		
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42. 35 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18	Medium	There is both a carbon dioxide and a dry powder fire extinguisher located in the	One of these fire extinguisher in the boiler room could be removed, I would recommend that it is the Carbon	Ricki Sams	

		basement boiler room.	Dioxide one. If this happens the external contractor's maintenance schedule should be amended to show it is not now in situ.		
19	High	The basement conversion, flat number 35B has been fitted with a domestic water protection system (water mist or domestic sprinklers). It is not known if the manufacturers documentation along with all the servicing and maintenance manuals etc have been handed over by the project manager or the contactor's who installed the system.	<p>I would recommend that the buildings file is checked to see that the following information is contained within it this information is a requirement for fitting a domestic water protection system.</p> <ol style="list-style-type: none"> 1. Commissioning certificates 2. Leakage test certificates 3. Functional test certificates 4. Documentation saying compliant with The Water Supply (Water Fittings) Regulations 1999 from water authority consulted and any response to the consultation; 5. Drawings showing details of the system which should include: <ol style="list-style-type: none"> a) the address and location of the premises b) the name and address of the supplier with the designers name; c) the date of installation. 	Ricki Sams	

			d) a general description of the system including water supply details		
23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
23b	High	Are the weekly and monthly occupier's tests and inspections of all the mechanical and electrical components that make up the water protection system installed within flat 35B being undertaken according to the manufacturers guidance.	Weekly and monthly occupier testing and inspections of the water protection system installed within flat 35B should be undertaken according to the manufactures guidance, with the results recorded in the buildings logbook.	Ricki Sams	
23c	High	Is there a contract with a specialist contractor to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 35B being undertaken according to the manufacturers guidance. This will include any detection systems and	Is a specialist contractor being employed to undertake the quarterly and annual tests, inspections and servicing of all the mechanical and electrical components that make up the water protection system installed within flat 35B in accordance with the manufactures guidance? If not testing/	Ricki Sams	

		alarm systems.	servicing etc should be undertaken immediately and any defects etc rectified and then the system placed on a planned maintenance schedule for future testing/servicing etc. Are records being kept of all the testing and servicing undertaken?		
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43. 40 Elm Park Gdns – March 2012

15	Low	There appears to be no emergency lighting units in the roof level lift and water tank rooms.	I would recommend that the lights of the lift and water tank rooms are checked when the emergency lighting system is next serviced to see the installed lights are also combined emergency lighting units. If no emergency lighting is found then the next time the lights are changed this should be for combined units. In the mean time torches could be used by persons accessing this roof level area.	Ricki Sams	
17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively	Ricki Sams	

			the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall and on the landings does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

44. 49 Elm Park Gdns – July 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/ sounders is delivered to each flat in this	Ricki Sams	
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		the flats in this building.	<p>building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB.</p> <p>Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.</p>		
18	Medium	<p>There has been a Dry Powder fire extinguisher (4 Kg in size), installed in the external basement level cupboard. This is a residential building only, installing fire extinguishers in residential only buildings is against the TMO policy as there is nobody in the building trained to use them etc. Not all the buildings in this terrace have had them installed so there is no consistency. This is an external cupboard on the lower ground floor level and the extinguisher is inside the cupboard so if there is a fire in the cupboard nobody will open the cupboard to access the extinguisher people will move away and call the fire service. Therefore I believe that this</p>	<p>I would recommend that this Dry Powder fire extinguisher is removed. This is because this is a residential only building and installing this extinguisher goes against TMO policy, guidance provided in national H M Government documents and advice from London Fire and Civil Defence Service.</p> <p>If it is decided that the Dry Powder fire extinguisher is to remain in situ then it must be added to the contractors maintenance and servicing schedule. The correct signage should be displayed and monthly occupier inspections must be undertaken, with</p>	Ricki Sams	

45. 52 Elm Park Gdns – July 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	<p>I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB.</p> <p>Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.</p>	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area of this building.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc	Ricki Sams	
23a		Continued	rectified and then the system with locations of units etc placed on the		

			contractor's maintenance schedule for future servicing.		
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46. 55 Elm Park Gdns – June 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/ sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall and on the landings of the staircase including the basement one. This emergency lighting does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

47. 62 Elm Park Gdns – April 2012

1	High	There are no contractor's labels on the electrical supply boards and there is no information on the TMO electrical engineers asset list when the last 5 year electrical fixed wiring test was carried out for the common parts of this building.	Could the TMO electrical engineer confirm the last date when the electrical fixed wiring in the common parts of the building was last tested. If this was more than 5 years ago then it should be retested with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
15	High	The emergency lighting system installed in the staircase enclosure of this building is not a standard system. There appear to be no neon indicator lights on the installed emergency lighting system showing that the system is being charged etc.	Can it be confirmed that the TMO electrical engineers know how this installed emergency lighting system functions.	Ricki Sams	
17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/	Ricki Sams	

			<p>sounders fitted by the LFB.</p> <p>Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.</p>		
23a	High	<p>The carbon dioxide fire extinguisher located in the basement level room called 62C was out of test date according to the servicing label attached to it. The last test date being December 2006.</p>	<p>The carbon dioxide fire extinguisher located in the basement level area called 62C should be serviced immediately and it confirmed that it is on the external contractors maintenance schedule.</p> <p>Alternatively it could be removed from the building and not serviced etc as it is not required to be located here.</p>	Ricki Sams	
23b	High	<p>The emergency lighting system currently installed in this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?</p>	<p>I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.</p>	Ricki Sams	

23d	High	The fire extinguisher in the basement area was way out of test date. This seems to indicate that monthly occupier inspections of the fire extinguishers are not being carried out as the inspections would have spotted the last service date was 2006.	It should be confirmed with the caretakers if they have carrying out monthly occupier's inspections of the fire fighting extinguishers as per the caretakers check list. If the monthly checks are not being undertaken they should be started immediately.	Ricki Sams	
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48. 68 Elm Park Gdns – July 2012

5	High	There is a good's lift located externally that moves the refuse bins between the basement and ground floor levels. Is this goods lift being serviced, tested and maintained according to the manufactures instructions? Including the motor and other equipment.	I would recommend that the TMO mechanical engineer is asked if this goods lift is being serviced, tested and maintained according to the manufactures instructions. If it is not then testing and servicing should be undertaken immediately and any defects etc found should be rectified and the lift placed on the contractor's maintenance schedule for future servicing. This includes the lift motor and any associated plant located in the basement level cupboard next to this lift.	Ricki Sams	In Capital Programme and scheduled for replacement in next financial year (2013-2014). Mike Hallimond 27/9/12
17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this	Ricki Sams	

		the flats in this building.	building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a water fire extinguisher located by the basement level front exit door. This water extinguisher is located near the electrical room and potentially be used on an electrical fire. It is also in the common part of the building and it is TMO's policy not to have fire extinguishers in common parts.	I would recommend that this water fire extinguisher at the basement level is removed and the external contractor's maintenance schedule amended to show it is now not in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor are asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not then testing and servicing should be undertaken immediately and any defects etc found should be rectified and the system with locations of the units etc placed on the	Ricki Sams	
23a		Continued	contractor's maintenance schedule for future servicing.		

49. 71 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The carbon dioxide and dry powder fire extinguishers located in the basement level boiler room these are out of test date according to the servicing labels attached to them. The last test date being March 2010.	Both the fire extinguishers located in the basement boiler room should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule. If you like one of the extinguishers could be removed I would recommend that it is the carbon dioxide one and this does not then need to be serviced.	Ricki Sams	

23b	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
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50. 74 Elm Park Gdns – July 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/ sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance	Ricki Sams	

		area.	hall area is removed and the external contractor's maintenance schedule amended to show it is now not in situ.		
23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer/electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing/servicing should be undertaken immediately and any defects etc rectified and the system with unit locations etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

51. 86 Elm Park Gdns – March 2012

2	High	In the roof level water tank room there are discarded cigarette ends on the floor. As this is a restricted area these can only have come from a contractor who has access to this area.	No Smoking signage is displayed at the entrance to this building. I would recommend that contractors who have access to this area are sent a reminder about not Smoking within TMO buildings. The cigarette ends in the water tank room should be cleared up.	Stuart Thompson / Ricki Sams / Mike Hallimond Please raise with contractors	
17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/	Ricki Sams	

		the flats in this building.	sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting systems currently installed in the entrance hall, on the landings, in the roof level rooms and in the boiler room do not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor are asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the systems with locations of units etc placed on the contractor's maintenance schedule for	Ricki Sams	

			future servicing.		
23b	High	There is a lightning protection system installed on this building, this system does not appear on the asset list as supplied by the TMO engineer. Is the installed lightning protection system being serviced, tested and maintained?	I would recommend that the TMO engineer is asked if the installed lightning protection system is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

52. 92 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/ sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
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18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

53. 93 Elm Park House – Jan 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF			
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF			

5.1	4 - 5	Where it is found that no detection is fitted within TMO controlled flats it is recommended that domestic detection to BS 5839 part 6 is fitted in line with current Best Practice by a competent contractor.	2	Policy decision.	KF		
5.1	4 - 5	It is recommended that TMO establishes a testing and maintenance regime for BS 5839 Part 6 detection systems fitted in the TMO controlled private dwellings.	1	Hard wired systems would be included in RGE ppm contract. Otherwise user checks.	KF		

54. 98 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.	Ricki Sams	
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	

23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
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55. 104 Elm Park Gdns – June 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with	Ricki Sams	
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			the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall, on the landings and in the roof level rooms does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

56. 110 Elm Park Gdns – March 2012

17	High	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each flat in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical	Ricki Sams	
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			domestic detectors/ sounders within each flat in accordance with the requirements of BS 5839 Part 6 :2004.		
18	Medium	There is a carbon dioxide fire extinguisher located in the ground floor entrance hall area.	I would recommend that this carbon dioxide fire extinguisher in the ground floor entrance hall area is removed from the building and the external contractor's maintenance schedule amended to show it is not now in situ.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

57. Burgessfield – Oct 2010

8	Medium		There were combustible items stored in the roof space area of the building,	The combustible items stored in the roof space area of the building should	Keith Fifield	ASAP
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			these could provide fuel for any fire and increases the fire loading of the area.	be removed, thus reducing the fire loading of the area. I would recommend that this area is checked after contractors have worked in the area to make certain that all used building materials have been removed.	(combustible items mostly from electrical & lift contractors)	
17	Medium		Where changes have taken place in the building the fire alarm and warning system has not been altered or adapt as appropriate for the present use.	I would recommend that a survey of the fire alarm and warning system is undertaken and the as installed system altered so that all areas are covered.	Keith Fifield	ASAP
19	For Information only		There are fire fighting hose reels located on each floor level of the building. These could be removed if TMO wanted too as there is sufficient portable fire fighting equipment in the building.	No action is needed to be taken, this item is for information only.	Keith Fifield To consider removal and progress.	
23	High		The carbon dioxide fire extinguisher in the lower ground floor electrical meter room is out of test date.	The carbon dioxide fire extinguisher in the lower ground floor electrical meter room should be tested by the extinguisher servicing company. If this extinguisher is not on the buildings asset register for fire fighting equipment it should be placed on it so as not to be missed when servicing is next due.	Keith Fifield	

58. Whitchurch House – June 2011

19	For Information only		There are fire fighting hose reels located in the corridors of this building. These could be removed if TMO wished as there is sufficient portable fire fighting equipment in the building.	No action is needed to be taken this item is for information only.	Keith Fifield	
21a	High		There are automatic opening ventilation units installed on the windows in the corridors of this building.	Have the wardens/caretakers and Neighbourhood officers been given specific instructions on how to use these installed units and how the units interface with the fire alarm system?	Keith Fifield (Everine Shand / Hash Chamchoun)	
21b	High		There are automatic opening ventilation units installed on the windows in the corridors of this building.	Is there a policy and procedure for using the ventilation system installed in this building? Do you wardens/caretakers and housing officers know this policy and the procedures?	As above	
21c	High		There are fire fighting hose reels installed in this building.	Have any wardens/caretakers etc who may be employed in this building been given training on the use of fire fighting hose reels? If there have not training should be given immediately.	Keith Fifield Another reasons to take these out of use?	
23a	High		There are automatic ventilation units installed on the windows in the	Is the ventilation system installed in the building being serviced, tested and	Keith Fifield	

			corridors of this building.	maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the systems placed on the contractors maintenance schedule for future servicing.		
23b	High		The fire alarm system in this building extends into the private flats.	Can it please be confirmed by the TMO electrical engineer that the devices of the fire alarm system installed in the private flats/dwellings are all being serviced and maintained with the devices in the common parts?	Keith Fifield	
23c	High		The portable fire extinguishers located on the ground, first and second floors of this building are out of test date according to the servicing labels, the last test date being March 2009 or December 2009 by RGE. The roof level lift motor and boiler room fire extinguishers are in test date last tested by RGE on the 18 th March 2011.	All the portable fire extinguishers in the building on the ground, first and second floor levels of this building should be serviced immediately and it confirmed that they are on the external contractors maintenance schedule.	Keith Fifield	
23e	Low		There is no logbook for the standby generator kept in the generator room or on the site. All the records are kept	If a logbook for the generator was kept in the generator room or on the site this may aid the service engineers or other	Keith Fifield	

			centrally at the Hub.	contractors.		
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59. Blechynden House – June 2011

14b	High		There is a mechanical ventilation system fitted in this building.	Can it be confirmed that any ductwork for the mechanical ventilation system installed in the building is cleaned and if fitted are filters or dampeners changed regularly or serviced.	Keith Fifield	
17	High		There is an automatic heat detector and a sounder of the buildings fire alarm and warning system in the corridor outside flat number 6.	Could an explanation please be given as why there is an automatic heat detector and a sounder of the buildings fire alarm and warning system in the corridor outside flat number 6. Once a reason has been found why these devices are located here a decision should be made as what to do about them.	Keith Fifield	
18	Low		There is portable fire fighting equipment provided in the common parts of this building. There are no employees in this building only residents.	The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers and there are no employees who work	Keith Fifield	

			in the building constantly. I would recommend that the fire extinguisher in the lift motor room remains but the one in the external electrical room could be removed.			
21a	High		There is a ventilation system installed in the corridors of this building and in the second floor ceiling.	Have the wardens/caretakers and housing officers being given specific instructions on how to use this installed system and how it works?	Keith Fifield	
21b	High		There is a ventilation system installed in the corridors of this building and in the second floor ceiling.	Is there a policy and procedure for using the ventilation system installed in this building. Do you wardens/ caretakers and housing officers know this policy and the procedures?	Keith Fifield	
23a	High		There is a ventilation system installed in the corridors of this building and in the second floor ceiling.	Is the ventilation system installed in the building being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the systems placed on the contractors maintenance schedule for future servicing.	Keith Fifield	
23b	High		I have been informed that the fire alarm system in this building is serviced and maintained at the same time as the one	Can it please be confirmed by the TMO electrical engineer that the fire alarm system is serviced and maintained by	Keith Fifield	

			in Whitchurch House.	the maintenance company at the same time as the one in Whitchurch House. This includes all the devices inside the private dwellings.		
23c	High		The portable fire extinguishers located in the building are out of test date according to the servicing labels, the last test date being March 2009.	All the portable fire extinguishers in the building should be serviced immediately and it confirmed that they are on the external contractors maintenance schedule. Alternatively they could be removed from the building and not replaced this includes the carbon dioxide extinguisher in the ground floor electrical cupboard.	Keith Fifield	

60. Nursery Lane – July 2011

17	Medium		There is a heat detector located in the first floor corridor between flats 24 and 25.	Can the fire alarm company be asked why there is a heat detector in the first floor corridor between flats 24 and 25? If there is a reason for this device being a heat detector is this documented in the buildings fire alarm logbook? If not it should be so that the reason is understood by all parties.	Keith Fifield	
18	High		There is a water fire extinguisher located near the ground floor electrical	I would recommend that the water fire extinguisher near the ground floor	Keith Fifield	

			room near flat 1. This water extinguisher is near electrical boards and items, there is a CO2 fire extinguisher currently located next to it.	electrical room near flat 1 is removed completely. There are sufficient other extinguishers in the building so this extinguishers can be removed and not relocated elsewhere in the building.		
23a	High		The fire alarm system in this building extends into the private flats.	Can it please be confirmed by the TMO electrical engineer that the devices of the fire alarm system installed in the private flats/dwellings are all being serviced and maintained with the devices in the common parts?	Keith Fifield	
23b	High		The portable fire extinguishers located on the ground floor boiler and generator rooms are out of test date according to the servicing labels, the last test date being February 2008 or February 2009.	All the portable fire extinguishers in the ground floor boiler and generator rooms should be serviced immediately and it confirmed that they are on the external contractors maintenance schedule.	Keith Fifield	
23d	Low		There is no logbook for the standby generator kept in the generator room or on the site. All the records are kept centrally at the Hub.	If a logbook for the generator was kept in the generator room or on the site this may aid the service engineers or other contractors.	Keith Fifield	

61. 70 Tavistock Road – Jan 2011

19b	For Information only		There are fire fighting hose reels located on each floor level of the building. These could be removed if TMO wanted too as there is sufficient	No action is needed to be taken, this item is for information only.	Keith Fifield To consider removal / decommissioning	COMPLETED
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			portable fire fighting equipment in the building.		of these hose reels	
23a	High		The dry powder fire extinguishers in the ground floor generator and boiler rooms are out of test date, one last tested in 2004 and the other in 2008.	The dry powder fire extinguishers in the ground floor generator and boiler rooms should be tested by the extinguisher servicing company. If these extinguisher is not on the buildings asset register for fire fighting equipment they should be placed on it so as not to be missed when servicing is next due.	Keith Fifield	COMPLETED

62. Jean Darling – July 2011

15a	High		It appears that there has recently been the installation of a new emergency escape lighting system on and under the balcony of this building and to cover the staircases. But the location of these units and their positioning appears to be random and haphazard.	I would recommend that a full survey of the as installed emergency escape lighting system in this building is undertaken. This should then be compared to the requirements of BS 5266 and any deficiencies or lack of coverage then rectified.	Keith Fifield	
15b	Medium		There has recently been a new emergency lighting system installed to cover the common parts of this building.	I would recommend that the contractor who installed the new emergency lighting system is asked to provide all the relevant documentation, design,	Keith Fifield	

				installation and completion certificates etc to BS 5266 Part 1 2005 as evidence of a correct installation.		
15c	Medium		The covers of the emergency lighting units currently installed in the building are not clear so it is hard to see the charger indicator light clearly.	I would recommend that the covers of the emergency lighting units currently installed in the building are replaced so that the charger indicator light can be seen more easily. Or a brighter charger indicator light bulb is fitted this will help the caretakers to undertake the monthly checking of the emergency lighting.	Keith Fifield	
18	Low		A new 2 Kg dry powder fire extinguisher is located in the ground floor electrical cupboard under the staircase. If a fire extinguisher is provided near electrical components it is usually a carbon dioxide one.	I would recommend that the fire extinguisher servicing company is asked to explain why a new 2Kg dry powder fire extinguisher has been provided in the ground floor electrical cupboard under the staircase.	Keith Fifield	
23a	High		The emergency escape lighting system installed to cover the common parts of this building, the balconies and staircases does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained.	Can it please be confirmed that the emergency lighting system installed to cover common parts of this building has been added to the contractors maintenance schedule. If it has not can it please be added so that serviced, tested and maintained is being undertaken.	Keith Fifield	
23b	Medium		A new 2kg dry powder portable fire extinguisher has been located in the ground floor electrical cupboard. There	Can it please be confirmed that this new 2kg dry powder fire extinguisher has been added to the contractors	Keith Fifield	

			was previously no fire extinguisher in this location.	servicing and maintenance schedule. Alternatively as it is not required it could be removed from the building.		
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63. Chelsea Farm House – July 2011

15a	High		It appears that there has recently been the installation of a new emergency escape lighting system on and under the balcony of this building and to cover the staircases. But the location of these units and their positioning appears to be random and haphazard.	I would recommend that a full survey of the as installed emergency escape lighting system in this building is undertaken. This should then be compared to the requirements of BS 5266 and any deficiencies or lack of coverage then rectified.	Keith Fifield	
15b	Medium		There has recently been a new emergency lighting system installed to cover the common parts of this building.	I would recommend that the contractor who installed the new emergency lighting system is asked to provide all the relevant documentation, design, installation and completion certificates etc to BS 5266 Part 1 2005 as evidence of a correct installation.	Keith Fifield	
15c	Medium		The covers of the emergency lighting units currently installed in the building are not clear so it is hard to see the charger indicator light clearly.	I would recommend that the covers of the emergency lighting units currently installed in the building are replaced so that the charger indicator light can be see more easily. Or a brighter charger	Keith Fifield	

			indicator light bulb is fitted this will help the caretakers to undertake the monthly checking of the emergency lighting.			
23a	High		The emergency escape lighting system installed to cover the common parts of this building, the balconies and staircases does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained.	Can it please be confirmed that the emergency lighting system installed to cover common parts of this building has been added to the contractors maintenance schedule. If it has not can it please be added so that serviced, tested and maintained can be undertaken.	Keith Fifield	
23b	High		The carbon dioxide portable fire extinguishers located in the lift motor room was out of test date according to the contractor's servicing label, the last test date being March 2009.	The carbon dioxide portable fire extinguishers located in the 2nd floor level lift motor room should be serviced immediately and it confirmed that it is on the external contractors maintenance schedule.	Keith Fifield	

64. Cremorne Sheltered Clubroom – Dec 2009

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF		
2.7	3	Confirmation should be sought that gas maintenance checks are being carried out on the boiler by TMO.	2	Dave Watts		

2.7	3	If it is found that that gas maintenance checks are not being carried out on the boiler TMO should instigate these checks by a competent engineer and record these events.	2	Dave Watts			
5.3	3	Confirmation should be obtained by TMO if the fire alarm system is remotely monitored or what actions are taken when the building is unoccupied and the fire alarm system activates.	2	KF			
5.3	5	Consideration should be given to provision of fire detection to the laundry and boiler rooms to improve building protection measures and assist response times if disabled persons are on site. Installation should be in accord with BS 5839 undertaken by competent engineers.	2	KF			

65. 6 Hesketh Place – Nov 2012

23a	High	The emergency lighting system currently installed on the staircase landings, in the lift motor rooms and in the corridors of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
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66. 6 Runcorn Place – Nov 2009

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.			KF to provide documentation		
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1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.		KF to check where this block is in the 10-year programme & advise.	Elect - KF		
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67. 7 Runcorn Place – Nov 2012

23a	High	The emergency lighting system currently installed on the staircase landings, in the lift motor rooms and in the corridors of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.	Ricki Sams	
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69. 118 Cambridge Gdns – Dec 2012

17	High	There is a domestic type smoke detector fitted on the second floor level flat/lift landing area. The reason for this domestic smoke detector is not known but there is a roof light close by it.	I would recommend that the reason for this domestic type smoke detector being located on the second floor level flat/lift landing area is investigated. If it is wired up to open the roof light is the detector serviced, tested and maintained along with roof light? With records kept of all testing, servicing and maintenance? If this is just a standalone domestic detector it should be removed.	Ricki Sams	
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23a	High	The emergency lighting system currently installed on the staircase landings and in the ground floor corridor of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.	Ricki Sams	
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70. 41 Cambridge Gdns – Aug 2010

6	Low	It is not known if the extractor in the lower ground floor laundry area is serviced on a planned preventative maintenance schedule?	I would recommend that it is confirmed that the lower ground floor laundry area extractor is serviced on a planned preventative maintenance schedule, along with any other filters or extractors in the building	Keith Fifield	
26c	Medium	The portable fire fighting equipment in the building is due its annual service this month, the carbon dioxide extinguisher in flat 2 appears to be damaged and the 5 fire blankets in the building will under go there first inspection.	Confirm with the fire extinguisher maintenance company that all items in the building are in a serviceable condition.	Keith Fifield	

26d	Medium		Are the two interface units of the automatic ventilation system located in the ground floor entrance lobby and on the 2 nd floor landing, being serviced along with the fire alarm and warning system by the maintenance company.	Confirm with the fire alarm maintenance company that the two interface units of the automatic ventilation system, are they being serviced along with the fire alarm and warning system.	Keith Fifield	
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71. 130 Lancaster Road – Oct 2010

17	Low		Where redecorating work has been undertaken the zone layout diagram for the fire alarm system is not displayed next to the fire alarm panel which is located in the entrance lobby area.	A zone layout diagram for the fire alarm system should be displayed next to the fire alarm panel which is located in the entrance lobby area.	Keith Fifield	To be completed by end of December 2010
18	Low		There is portable fire fighting equipment provided in the common parts of this building. As there are no employees in the building only residents, the portable fire fighting equipment could be removed as training cannot be given to residents to use the extinguishers.	The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers.	Keith Fifield – to consider	Removed 6/12/10

72. Grove House – Jan 2013

1	High		Most of the covers of the lighting units on the landings in each of the staircases of this	I would recommend that the covers of the lighting units in the building are removed and	Ricki Sams	
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		building are dirty, thus affecting the level of illumination from the bulb of the light unit.	cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels in the staircase. Please also see item 15 below.		
15	As soon as financially possible	<p>There is presently no emergency lighting installed in this building, on the landings of the staircase ie the common parts of this building. There are combined normal and emergency lighting units in the roof level water tank rooms and in the ground floor level electrical cupboards.</p> <p>This is a five storey building.</p>	I would recommend that emergency lighting units are installed on each of the staircase landings ie the common parts of this building to provide illumination of the means of escape routes if the normal lighting fails. The installation should be to British Standard 5266 Part 1 2011 including the undertaking of the risk assessment section first. Once installed the emergency lighting system should be added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned maintenance programme.	Ricki Sams	
17	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building.	I would recommend that copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders are posted through each dwellings letter box. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB if required.	Ricki Sams	

73. Hereford house – Feb 2013

1	For your information	In the landing lobby area outside flat 32B there is a wall mounted electrical supply board, this is the only one in the common parts of this building all the other flats have them inside the dwelling.	If this is a tenanted dwelling and the TMO are aware of this wall mounted electrical board then no further action is needed on this issue. If a leaseholder occupies this flat why is the supply board outside the dwelling and has work been undertaken on the electrical circuits within this flat?	Ricki Sams / Tony Gnap	
15	Medium	There are self contained emergency lighting units installed on the landings of the staircases of this building and at one end of the roof space corridor by the loft hatch. But there appears not to be an emergency light unit installed by the loft hatch above flats 24 and 25.	I would recommend that the light fitting in the roof space by the loft hatch above flats 24 and 25 is checked to see if it is a combined normal and emergency lighting unit. If it is no further action is needed if this light fitting works correctly. If this is not an emergency lighting unit as well as a normal light unit I would recommend that this light unit is changed to a combined unit.	Ricki Sams / Tony Gnap	
ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
17	For your information	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building. But it appears from	I have left copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders in this building. The residents can contact the LFB to	Ricki Sams If detectors are not yet installed	

		visiting some flats that automatic domestic detection is fitted.	arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB if required.	within these flats could this be added to your programme please	
23a	High	The emergency lighting system/units currently installed on the landings of the staircases, in the roof space and in the basement level cupboards ie the common parts of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor are asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
23c	High	The carbon dioxide fire extinguisher located in the basement level cupboard by flat 26 is out of test date according to the servicing label attached to it. The last service/test date being February 2009. This is the same for the water fire extinguisher in the corridor outside flat 26.	These two fire extinguishers should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule. Alternatively they could be removed from the building and not serviced etc or replaced, the external contractor's maintenance schedule should then be amended to show this change.	Ricki Sams/Tony Gnap Could these extinguishers be removed from the building as they are no longer required	

74. Kensal House – March 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF	KF		
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1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	KF		
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75. Nottingwood House – March 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF			
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF		Tested 03/07	
7.1	3	It is recommended that TMO confirms that monthly checks of the first aid fire extinguishing equipment in the electrical meter rooms are being undertaken. Should this not be the case it is strongly recommended that such a system is implemented in line with BS5306 and HMG Guidance, that these checks should be undertaken by nominated TMO staff and records kept of all such checks.	2	KF	KF	No record of extinguishers	

76. Octavia House – March 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF			
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF		Test to be arranged	
1.7	3	It is recommended that TMO confirms if the lightning protection system installation on the building is subject to maintenance and testing in line with current guidance and British Standards.	2	KF		Test to be arranged	
1.7	4	Should the lightning conductor not be subject to testing in accord with BS 5306-2 it is recommended that competent engineers be engaged to undertake such testing	1	KF			
5.1	3	As access to the individual dwellings could not be gained it is not known if any detection is fitted with in the private flats, it is recommended that TMO undertakes a survey of each dwelling to ascertain if detection is fitted.	2	KF to check	KF	44 flats with detection	

5.1	4 - 5	If it is found that detection is fitted within private flats it is recommended that TMO establishes if there is a testing or maintenance regime and written records are kept where detectors/sounders are fitted or/and located in each dwelling.	1	KF		RGE	
7.1	3	It is recommended that TMO confirms that monthly checks of the first aid fire extinguishing equipment in the electrical meter rooms are being undertaken. Should this not be the case it is strongly recommended that such a system is implemented in line with BS5306 and HMG Guidance.	2	KF to advise	KF	No record of extinguishers	

77. 9 Colville Square – Dec 2012

7	Medium	From what I can see there is no lightening protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightening protection system fitted and that this system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	Can it be confirmed by a suitably qualified person if there is a lightening protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.	Ricki Sams	
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78. 11-12 Colville Square – Dec 2012

7	Medium	From what I can see there is no lightning protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightning protection system fitted and that this system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	Can it be confirmed by a suitably qualified person if there is a lightning protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.	Ricki Sams	
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17	Low	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building, but some are fitted within the three flats looked at during this assessment.	Copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders have been left in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. These domestic detectors/sounders would be located in accordance with the requirements of BS 5839 Part 6 2004	Ricki Sams	
23a	High	The emergency lighting system currently installed in the entrance hall area and on the landings of the staircase of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing. Are records being kept of all the testing and servicing undertaken?	Ricki Sams	

79. 14 Colville Square – Jan 2011

7	Medium	From what I can see there is no lightening protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightening protection system fitted and that this	Can it be confirmed by a suitably qualified person if there is a lightening protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being	Keith Fifield	No lightning conductor at this site
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			system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.		
23a	High		The emergency escape lighting system unit currently installed in the staircase enclosure and in the ground floor electrical room does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained.	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.	Keith Fifield	On contract

80. 32 Dawson Place – Dec 2012

1	High	There are no contractor's labels on the buildings electrical supply board and there is no information on the TMO electrical engineers asset list when the last 5 year electrical fixed wiring test was carried out for the common parts of this building.	Could the TMO electrical engineer confirm the last date when the electrical fixed wiring in the common parts of the building was last tested. If this was more than 5 years ago then it should be retested with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
4	Medium	The gas meters for the individual apartments are located in the cupboard off the entrance	I would recommend that the annual gas safety certificates for this building are checked to see if	Ricki Sams	

		<p>hall/lobby area at the base of the staircase of this building along with the flats electrical meters.</p> <p>Gas and electrical meters are allowed to be located side by side in a protected staircase/route if the gas installation is in accordance with the Gas Safety (Installation and Use) Regulations 1998.</p>	<p>there are any comments about the gas meters being located next to the electrical supply meters in the cupboard situated at the base of the staircase. If there are no comments then this installation will comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998. If there are any comments on the certificates have these been acted upon?</p>		
17	Low	<p>It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building, but some are fitted within flat 2.</p>	<p>Copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders have been left in this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. These domestic detectors/sounders would be located in accordance with the requirements of BS 5839 Part 6 2004.</p>	Ricki Sams	

81. 140 Lexham Gdns – Mar 2010

1.1	4	<p>It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.</p>	2	KF		
1.1	4	<p>Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.</p>	2	KF		

82. 65 Elgin Crescent – Dec 2012

1	High	There is no information on the TMO electrical engineers asset list when the last 5 year electrical fixed wiring test was carried out for the common parts of this building.	Could the TMO electrical engineer confirm the last date when the electrical fixed wiring in the common parts of the building was last tested. If this was more than 5 years ago then it should be retested with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
17	No time limit	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted within all the flats of this building, but some are fitted within flat 4.	Copies of the LFB leaflet on fitting domestic fire alarm detectors/sounders have been left in this building. The residents can contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. It is assumed that domestic detectors/sounders are fitted within each tenanted flat because of the TMO policy on this issue.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building appears on the electrical asset list as supplied by the TMO electrical engineer. But it is not known when the system was last serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked for the last servicing date for the installed emergency lighting system. If it has not been serviced or tested within the last year this should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing and testing etc.	Ricki Sams	

83. 67 Elgin Crescent – Dec 2012

1	High	There are no contractor's labels on the electrical supply boards and there is no information on the TMO electrical engineers asset list when the last 5 year electrical fixed wiring test was carried out for the common parts of this building.	Could the TMO electrical engineer confirm the last date when the electrical fixed wiring in the common parts of the building was last tested. If this was more than 5 years ago then it should be retested with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
17	For Information only	It is not known if domestic BS 5839 Part 6 fire alarm detectors/sounders are fitted all of the flats in this building.	Copies of the LFB leaflet on fitting domestic fire alarm detectors/ sounders were left within this building.	Ricki Sams	
23a	High	The emergency lighting system currently installed in this building appears on the electrical asset list as supplied by the TMO electrical engineer. But it is not known when the system was last serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked for the last servicing date for the installed emergency lighting system. If it has not been serviced or tested within the last year this should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing and testing etc.	Ricki Sams	

84. 62 Finborough Road – Jan 2012

1	High	There are no contractor's labels on the electrical supply boards and there is no information on the TMO electrical engineers asset list when the last 5 year electrical fixed wiring test was carried out for the common parts of this building.	Could the TMO electrical engineer confirm the last date when the electrical fixed wiring in the common parts of the building was last tested. If this was more than 5 years ago then it should be retested with any defects identified rectified and then put on the maintenance schedule for retesting.	Keith Fifield	Added to Programme – March 2012
3a	Medium	The electrically operated door entry control and intercom system on the main entrance door of this building did not work at the time of this assessment.	I would recommend that the electrically operated door entry control and intercom system on the main entrance door of this building is repaired or replaced so that there is some measure of control over visitors to the building.	Keith Fifield / Les Hobbs	Order issued – March 2012
15	High	There appear to be two combined emergency/normal light units installed in the staircase of this building and possibly more. But the covers of the units are too dirty to see the neon indicator/charging lights so the number cannot be defiantly confirmed.	Could it be confirmed by the TMO electrical engineer or a qualified electrical contractor if the installed lighting units in the staircase, on the landings and in the entrance hall area of this building are combined emergency lighting units? If they are not, no further action is needed. If they are they should be tested and checked to see that there work correctly. The covers of the light units should be changed so that the illumination levels are improved and the neon indicator	Keith Fifield	On contract – March 2012

			lights can be seen.		
17	High	It is not known if there are domestic BS 5839 Part 6 fire alarm detectors/sounders fitted within all the flats within this building, none were fitted in the flat looked at.	I would recommend that the LFB leaflet on fitting domestic fire alarm detectors/sounders is delivered to each dwelling within this building. The residents can then contact the LFB to arrange a home fire safety visit and have domestic detectors/ sounders fitted by the LFB. Alternatively the TMO could fit hard wired electrical domestic detectors/sounders within each flat in accordance with the requirements of BS 5839 Part 6 2004.	Keith Fifield	To be considered in Capital programme
23a	High	The emergency escape lighting system currently installed on the landings/staircase and entrance hall area i.e. the common parts of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed emergency lighting system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system placed on the contractor's maintenance schedule.	Keith Fifield	On contract – March 2012

85. Walnut Tree House – March 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	Certificate to be provided	Tested 07/ 10
6.4	2	It is recommended that TMO investigates if any emergency lighting is installed in the two end staircases and the right hand central staircase of the building.	1	KF to check records	KF	No emergency lighting
6.4	2	If it is found no emergency lighting is installed in these staircase it is recommended that some is installed by a competent engineer familiar with BS 5266 in accordance with HM Government guidance.	1	KF		Obtaining quote

86. 68 Flood Street – Jan 2013

1	Medium	There was no electrical contractors label on the supply board indicating the last fixed electrical wiring test in this building and there are no dates on the TMO's electrical asset register.	Can it be confirmed with the TMO electrical engineer when the last fixed wiring test was undertaken on the wiring in the common parts of this building? If it is out of date for a fixed wiring test I would recommend that one is undertaken with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams
17d	High	There is bespoke fire alarm and warning system installed within this building to operate the automatic vent at the head of the staircase and warn the residents if the vent has opened.	Is the installed fire alarm system remotely monitoring in any way? If it is not does it need to be because there are no employees in this building to carry out any procedures or actions?	Ricki Sams

19/ 21	High	To close the automatic ventilation unit installed at the head of the staircase of this building you have to climb out onto the external flat roof of the building and manually shut the vent.	Have the TMO caretakers or on duty managers been instructed on what to do if the automatic ventilation system in this building activates?	Ricki Sams / Wendy Stevenson	
19	Advice only	There is an automatic opening ventilation system in this building located at the head of the staircase. To close the vent once it has opened you have to manually go out on to the external roof and shut it.	I would recommend that the TMO electrical engineer is asked if it is possible to install a manual control for this ventilation system. This could prevent a fall from height or expensive precautionary measures that might be need to be installed to comply with the Working at Height Regulations.	Ricki Sams	
23b	High	There are emergency lighting units installed on the landings of the staircase and in the entrance hall area of this building these do not appear on the electrical asset list as supplied by the TMO electrical engineers. Are the installed emergency lighting units/system being serviced, tested and maintained.	Can it please be confirmed that the emergency lighting units/system installed within this building are being serviced, tested and maintained by an electrical contractor. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
23d	High	There is an automatic opening ventilation unit at the head of the staircase in this building.	Is the automatic opening ventilation system in this building being serviced, tested and maintained? If it is not, testing and servicing should be undertaken immediately and any	Ricki Sams	

			defects etc rectified and then the system placed on the contractor's maintenance schedule for future servicing.		
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88. Mulberry Close - Jan 2013

1	High	There were no contractor's label on the electrical supply boards and according to the TMO electrical engineers asset list the last recorded 5 year electrical fixed wiring test of the buildings expired in December 2009.	It should be confirmed with the TMO electrical engineer if the fixed wiring in the common parts of this building has been retested. If it has not, a fixed wiring test should be undertaken with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
15	Medium	It is not known if any emergency lighting is installed in the corridors and staircases, ie the common parts of this building. The TMO electrical and contractors asset list says that there is an emergency lighting system installed but I could not see any neon indicator/charging lights on the installed lighting units. There is defiantly a self contained emergency lighting unit in the lift motor room.	I would recommend that the TMO electrical engineer is asked to check the lighting units in this building to ascertain if any are combined emergency lighting units. If any emergency lighting units are found to be installed then the locations of these lights should be marked on a building plan and the standard compared to the requirements of the British Standard 5266 Part 1. Then any deficiencies can be rectified. If it is found that there are no emergency lighting units installed within the common parts of this building I would recommend that some are installed. Any installation should be to British Standard 5266 Part 1 2011 including the undertaking of the risk assessment section first.	Ricki Sams	

			Once installed the emergency lighting system should be added to the TMO asset register so that servicing and maintenance is undertaken by the electrical contractors on a planned maintenance programme.		
18a	Low	There is portable fire fighting equipment provided in the common parts of this building. There are no employees in this building only resident's.	<p>The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers and there are no employees who work in the building constantly.</p> <p>I would recommend that the carbon dioxide fire extinguisher in the lift motor room remains but please see 18b below reference the ground floor level electrical rooms.</p>	Ricki Sams	
18b	For Information only	There are two carbon dioxide fire extinguishers provided in the ground floor electrical room by flat 3's entrance door and one in the other small electrical room.	<p>I would recommend that one of the carbon dioxide fire extinguishers is removed from the ground floor electrical room by flat 3's entrance door as two are not required.</p> <p>For your information in other TMO buildings there are no fire extinguishers provided in the small electrical rooms/cupboards. So for consistency the carbon dioxide fire extinguishers could be removed from both of these electrical rooms if required.</p>	Ricki Sams	
23b	Advice only	It is not known if there is an emergency lighting system installed within this building,	If it is found that there is an emergency lighting system installed in this building then monthly	Ricki Sams	

		please see item 15 above.	occupiers testing and inspections should be undertaken by the caretaker with the results recorded as proof of testing having been undertaken. The emergency lighting system should also be added to the contractors maintenance schedule.		
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89. 1-12 Morgan Road – Mar-10

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	Certificate & date of next test	Test to be arranged
6.4	3	It is recommended that TMO considers the extension of the current emergency lighting system (see section 24 LACoRS Guidance) to the staircase, in case of sub circuit failure of the mains electrical system to BS 5266.	3	KF	KF	Site visit required

90. Cecil Court – Feb 2013

15a	High	It appears that emergency lighting is installed covering the staircase landings of this building. But the TMO electrical and contractors asset list shows that there is no emergency lighting within this building.	Can it be confirmed by the TMO electrical engineer or a contractor if there are emergency lighting units covering the staircase enclosure of the building? If this system is not being serviced a service should be undertaken immediately and any defects rectified and then this system should be placed on the contractors register for servicing and maintenance.	Ricki Sams	
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15	High	There is presently an emergency lighting system installed in this building but the locations of these units and their positioning does not cover the whole building.	I would recommend that a full survey of the as installed emergency lighting system in this building is undertaken. This should then be compared to the requirements of BS 5266 Part 1 2011 and the risk assessment section and then any deficiencies or lack of coverage then rectified.	Ricki Sams	
17a	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Could the TMO electrical engineer confirm if the domestic BS 5839 Part 6 hardwired fire alarm detectors/sounders fitted in this building are interlinked?	Ricki Sams	
17b	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Is there a policy and procedure for when the fire alarm detectors/sounders fitted in the corridors of this building activate?	Ricki Sams	
17e	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Could the TMO electrical engineer confirm to what standard the domestic BS 5839 Part 6 fire alarm detectors/sounders fitted in each corridor is installed to?	Ricki Sams	

17f	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Could the TMO electrical engineer confirm what type of back up battery is installed in each detector/sounder, rechargeable or normal lithium battery need to be changed after so many years?	Ricki Sams	
17g	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	As the installed system is a domestic type one could the TMO electrical engineer confirm that the installed system is acceptable as far as the Building Regulations are concerned?	Ricki Sams	
17h	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Are the installed domestic BS 5839 Part 6 fire alarm units/system all in good working order?	Ricki Sams	
17i	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	Is the installed domestic BS 5839 Part 6 fire alarm units/system remotely monitoring in any way? If it is not does it need to be?	Ricki Sams	
17j	High	There are two domestic BS 5839 Part 6 fire alarm detectors/sounders located one at each end of each floor level corridor outside the flats entrance doors and one on the top landing area.	As there is a fire alarm system installed in the common parts of this building fire action notices should be provided so that the residents and any other people in the building know what to do	Ricki Sams	

		landing area.	when there is an activation?		
18a	Low	There is portable fire fighting equipment provided in the common parts of this building. There are no employees in this building only resident's.	<p>The portable fire fighting equipment in the common parts of this building could be removed. As the residents cannot be given training to use the extinguishers and there are no employees who work in the building constantly.</p> <p>I would recommend that the carbon dioxide fire extinguisher is left in the lift motor room and also the one near the electrical boards at the lower ground floor level.</p> <p>But please see 18b below reference the room next to the lift motor room.</p>	Ricki Sams	
18b	For Information only	There is a carbon dioxide fire extinguisher provided in the empty locked room located next to the roof level lift motor room.	I would recommend that the carbon dioxide fire extinguisher located in the empty locked room located next to the roof level lift motor room is removed. This is because this is a secure empty room located on the external flat roof area of this building.	Ricki Sams	

91. Clydesdale House – Jan 2011

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2		KF	to be tested 2010/11	
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1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	Certificate & date of next test?	KF	
1.7	3	It is recommended that TMO confirms if the lightning protection system installation on the building is subject to maintenance and testing in line with current guidance and British Standards. If this is not the case it is recommended that such a programme of works is introduced	2	on schedule for ppm - date of test?	KF	Tested by Redpath & Buchanon

93. Lonsdale House – Dec 2012

15a	No time Scale	There is presently no emergency escape lighting installed in the staircase enclosures of this building.	I would recommend that emergency escape lighting is installed in the staircase enclosures of this building to provide illumination of the means of escape routes if the normal lighting fails. The installation should be to British Standard 5266 Part 1: 2011	Ricki Sams
15b	No time Scale	There is presently no emergency escape lighting installed in the basement level water pump room of this building.	I would recommend that emergency escape lighting is installed in the water pump room to provide illumination of the means of escape routes if the normal lighting fails. The installation should be to British Standard 5266 Part 1 2011. In the interim period torches would be acceptable I believe.	Ricki Sams
23a	High	The carbon dioxide and dry powder fire extinguishers located in the basement water pump room are out of test date according to the RGE servicing labels, the last test date being December 2009.	The fire extinguishers located in the basement water pump room should be serviced immediately and it confirmed that they are on the external contractor's maintenance schedule.	Ricki Sams

23b	High	The carbon dioxide fire extinguisher located within flat number 1 is out of test date according to the RGE servicing labels, the last test date being February 2011.	This fire extinguisher should be serviced immediately and it confirmed that it is on the external contractor's maintenance schedule. I would recommend that a fire blanket is provided in the kitchen area of this flat.	Ricki Sams	
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94. Camelford & Upper Camelford – Feb 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF		

96. 359-361 Fulham Road – Feb 2013

1b	Medium	There was no electrical contractors label on the supply board indicating the last fixed electrical wiring test in this building and there are no dates on the TMO's electrical asset register.	Can it be confirmed with the TMO electrical engineer when the last fixed wiring test was undertaken on the wiring in the common parts of this building? If it is out of date for a fixed wiring test I would recommend that one is undertaken with any defects identified rectified and the building then put on a planned preventative maintenance schedule for retesting.	Ricki Sams	
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23a	High	There appears to be emergency lighting units installed on the landings of the staircase, in the entrance hall area and in the lift motor room of this building. These do not appear on the electrical asset list as supplied by the TMO electrical engineers. Are the installed emergency lighting units/system being serviced, tested and maintained.	Can it please be confirmed that the emergency lighting units/system installed within this building are being serviced, tested and maintained by an electrical contractor. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	
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97. 94 Ladbroke Grove – Feb 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF		
6.4	2	It is recommended that TMO investigates if any emergency lighting is installed in the staircase of the building.	1	KF to advise	KF	
6.4	2	If it is found no emergency lighting is installed in the staircase of the building it is recommended that some is installed by a competent engineer familiar with BS 5266 in accordance with HM Government guidance.	1	KF to advise	KF	
6.4	3	If It is found that emergency lighting is installed in the staircase of the building it is recommended that TMO confirms that monthly tests of the emergency lighting system are being undertaken. Should this not be the case it is strongly recommended that such a system is implemented in line with BS5266.	1	KF to advise	KF	

98. 172-4 Lancaster Road – Dec 2012

16	Low	There is a fire alarm system installed in this building but there are no fire action notices displayed informing the occupants what to do if the system activates.	<p>Suitable pictogram fire action notices should be displayed on each floor level describing the actions to take if the buildings fire alarm system activates.</p> <p>If the currently installed manual fire alarm system in the common parts of this building is removed then no fire action notices would need to be displayed, Please see below.</p>	Ricki Sams	
17a	High	There is a manual fire alarm system installed in this building, this system does not conform to the British Standard because this system appears to be powered directly from the electrical mains and has no control panel.	<p>As this currently installed manual fire system does not conform to current standards I would recommend that it is removed.</p> <p>Please see below</p>	Ricki Sams	
17b	High	At present there are a mixture of BS 5839 Part 6 battery powered smoke alarms and hardwired interlinked smoke and heat alarms within the individual dwellings of this building.	If interlinked hard wired systems to BS 5839 Part 6 (LD 2 grade D) were installed within each of the dwellings, then no fire alarm system would be required in the common parts of the building. This arrangement would be in accordance with current Building Regulations guidance, Approved Document B Fire Safety and the HM Government Guide, Sleeping Accommodation.	Ricki Sams	
17c	High	The current installed manually operate fire alarm system in the staircase enclosure of this building needs to be reviewed. Please	If the actions of items 17a and 17b above are not implemented then the currently installed system must be overhauled or replaced with a	Ricki Sams	

		see items 17a and 17b above.	system that meets the requirements of BS 5839 Part 1 2002. Including a control panel and automatic detection etc throughout the building.		
17d	High	As there is a manual fire alarm system installed in this building are any sounders installed within the dwellings or are they just on the landings? And what do the residents do if the system activates?	Until a decision is made on the above items, 17a and 17b, what is the policy for the residents of this building if the fire alarm system sounds?	Ricki Sams	
17e	High	As there is a manual fire alarm system installed in this building what are the procedures etc for when it is activated and is the system remotely monitored?	Is there a policy and procedure for the residents when there is a false alarm, re setting of the panel and for remote monitoring of the system if there is nobody in the building etc. Have the residents been informed of the policies and procedures to take if the fire alarm system activates?	Ricki Sams	
23a	High	The manual fire alarm system currently installed on the landings and in the entrance hall i.e. the common parts of this building does not appear on the electrical asset list as supplied by the TMO electrical engineer. Is the installed fire alarm system being serviced, tested and maintained?	I would recommend that the TMO electrical engineer and the electrical contractor is asked if the installed fire alarm system in this building is being serviced, tested and maintained. If it is not testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.	Ricki Sams	

			Or see items 17 a and b above		
23b	High	Are the weekly occupier's tests of the fire alarm system in this building being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the weekly occupiers testing of the fire alarm system? How is this being undertaken and are the results recorded?	Ricki Sams	
23c	High	As there is a fire alarm system installed within the common parts of this building are fire drills undertaken by the TMO to practice the residents on what to do in the event of an activation of the buildings fire alarm system	Are any fire drills undertaken by the TMO to practice the residents on what to do in the event of an activation of the buildings fire alarm system recorded along with the outcomes etc of the fire drills?	Ricki Sams	
23d	Medium	There was no fire alarm logbook in this building.	A fire logbook should be provided for this building to record the tests etc of the installed fire alarm system, unless the system is going to be removed.	Ricki Sams	

99. 34 Oxford Gdns – Feb 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2		KF	Test not yet carried out		
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	Certificate & date of next test?	KF	In current programme date to be confirmed		

6.4	3	It is recommended that TMO considers installing an emergency lighting system (see section 24 LACoRS Guidance) to the staircases, in case of sub circuit failure of the mains electrical system to BS 5266.	3	Highlighted to Asset & Engineering Team for inclusion in future major works	H&S raised with Russell Thompson		
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100. 6 Stanley Gdns – Feb 2010

1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.	2	KF			
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.	2	KF	Certificate and date of next test	Test to be arranged	
6.4	2	It is recommended that TMO investigates if any emergency lighting is installed in the staircase of the building.	1	KF to advise	KF	Not on contract	
6.4	2	If it is found no emergency lighting is installed in the staircase of the building it is recommended that some is installed by a competent engineer familiar with BS 5266 in accordance with HM Government guidance.	1	As above		Obtaining quote	

101. 1-48 Longlands Court – July 2011

1a	High		Some of the covers of the lighting units in the staircases of this building are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the staircase enclosures of this building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will	Keith Fifield	
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			improve the illumination levels in the staircases.		
1b	High		The light outside the lift motor room above the staircase of flats 13 to 24 is not working.	I would recommend that the light unit is check to see why it is not working and repaired if necessary so that it works correctly and illuminates the area.	Keith Fifield
18	High		The carbon dioxide fire extinguisher located in the electrical cupboard by flats 37 and 38 is not useable because the discharge horn is missing.	The carbon dioxide fire extinguisher located in the electrical cupboard by flats 37 and 38 should be removed immediately so that it cannot be used. It could be replaced with another serviced extinguisher or alternatively not replaced at all.	Keith Fifield
23a	High		The emergency escape lighting system currently installed in the staircase enclosures of the building, in the electrical rooms and covering the whole roof space level does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.	Keith Fifield

49-81 Longlands Court – July 2011

1	High		Some of the covers of the lighting units in the staircase enclosure and on the open balconies of this building are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the staircase enclosure and the open balconies of this building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels from the lights.	Keith Fifield	
15a	High		There is presently an emergency escape lighting system installed in this building but the locations of these units and their positioning on the open balconies etc appears to be random and haphazard. There appears to be no units in the lift motor room for instance.	I would recommend that a full survey of the as installed emergency escape lighting system in this building is undertaken. This should then be compared to the requirements of BS 5266 and any deficiencies or lack of coverage then rectified.	Keith Fifield	
15b	High		The covers of the emergency lighting units currently installed in the building are dirty, thus affecting the level of illuminating from the bulb and you cannot see the charger indicator light clearly.	I would recommend that the covers of the emergency lighting units currently installed in the building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will improve the illumination levels and help the caretakers to undertake the monthly checking of the emergency lighting system.	Keith Fifield	
23a	High		The emergency escape lighting system currently installed in the staircase, on the open balconies and in some other areas of this building does not appear on the electrical asset list as supplied	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and	Keith Fifield	

			by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained	servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractor's maintenance schedule for future servicing.		
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82-87 Longlands Court – July 2011

7	Medium		From what I can see there is no lightning protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightning protection system fitted and that this system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	Can it be confirmed by a suitably qualified person if there is a lightning protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.	Keith Fifield	
23a	High		The emergency escape lighting system currently installed in the staircase enclosure of the building and inside and outside the electrical room does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with	Keith Fifield	

			and maintained	locations of units etc placed on the contractors maintenance schedule for future servicing.		
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88-93 Longlands Court – July 2011

7	Medium		From what I can see there is no lightning protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightning protection system fitted and that this system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	Can it be confirmed by a suitably qualified person if there is a lightning protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.	Keith Fifield	
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94-102 Longlands Court – Jul 2011

1	High		Some of the covers of the lighting units in the staircases of this building are dirty, thus affecting the level of illuminating from the bulb.	I would recommend that the covers of the lighting units in the staircase enclosures of this building are removed and cleaned or replaced if they cannot be cleaned thoroughly. This will	Keith Fifield	
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				improve the illumination levels in the staircases.		
7	Medium		From what I can see there is no lightning protection system installed on this building, but the asset list given to me by the TMO electrical engineer states that there is a lightning protection system fitted and that this system is tested and serviced on a planned preventive maintenance schedule by an external contractor.	Can it be confirmed by a suitably qualified person if there is a lightning protection system installed on this building? If there is no further action needs to be taken except confirm that any testing and servicing is being undertaken. If there is no system fitted I would recommend that the asset register is amended and the external contractor informed.	Keith Fifield	
23a	High		The emergency escape lighting system currently installed in the staircase enclosures of the building and in the electrical room does not appear on the electrical asset list as supplied by the TMO electrical engineers. Is the installed emergency lighting system being serviced, tested and maintained	I would recommend that the electrical contractor is asked if the installed emergency lighting system in this building is being serviced, tested and maintained. If it is not, testing and servicing should be undertaken immediately and any defects etc rectified and then the system with locations of units etc placed on the contractors maintenance schedule for future servicing.	Keith Fifield	