

Location of Manual Call Points, First Aid Boxes and Fire Extinguishers with there uses					
Building	Location	Type	Location of Test Box Emergency lights only	Number	Test
<b>Manual Call Points (Fire Alarm Activation)</b>					
No. 15	Porch				Tested weekly
No. 15	Goods Out				Tested weekly
No. 15	Tom Thumb Room By outside door				Tested weekly
No. 15	R+D Room				Tested weekly
No.15	MD Landing				Tested weekly
No. 17	By front door				Tested weekly
No. 17	1st Floor Landing				Tested weekly
No. 17	2nd Floor Landing				Tested weekly
<b>Emergency Light</b>					
No. 17	Ground Floor Hall by front door		Test box in server cellar	3.0	Tested monthly with test box
No. 17	Ground Floor Hall by kitchen door		Test box in server cellar	3.1	Tested monthly with test box
No. 17	1st Floor Landing by Accounts		Test box in server cellar	3.2	Tested monthly with test box
No. 17	1st Floor Landing by SN room		Test box in server cellar	3.3	Tested monthly with test box

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No. 17	2nd Floor Landing		On wall by door	3.4	Tested monthly with test box
<b>Emergency Light</b>					
No. 15	Main Entrance		On wall by door box just test this one	1.1	Tested monthly with test box
No. 15	Main Office above door		On wall by main door	1.2	Tested monthly with test box
No. 15	Main Office at end of corridor		Same box as 1.2 by main door	1.12	Tested monthly with test box
No. 15	Top of stairs to stock room 4		On wall by light	2.7	Tested monthly with test box
No. 15	MD Landing		On wall on landing	1.3	Tested monthly with test box
No. 15	Stock Room 1 by first door		On wall by first door	2.6	Tested monthly with test box
No. 15	Stock Room 1 by Tom Thumb room door		Same box as 2.6	1.11	Tested monthly with test box
No. 15	Stock Room 4 outside workshop		On wall by workshop door	1.7	Tested monthly with test box
No. 15	Workshop		On wall in workshop	1.8	Tested monthly with test box
No. 15	Tom Thumb room above boiler		Same box as 1.8 in workshop	1.9	Tested monthly with test box
No. 15	Tom Thumb Room By outside door		On wall by door	1.10	Tested monthly with test box
No. 15	Archiving by Tom Thumb room		On wall by door	1.6	Tested monthly with test box
No. 15	Archiving near Tom Thumb room		On wall by steps at goods out same as 1.5	2.5	Tested monthly with test box
No. 15	Archiving middle		On wall by steps at goods out same as 1.5	2.4	Tested monthly with test box
No. 15	Archiving on wall of steps at goods out		On wall by steps at goods out	1.5	Tested monthly with test box

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No. 15	Goods Out by outside door		On wall by outside door	1.13	Tested monthly with test box
No. 15	Goods Out by goods in desk		On wall by outside door same as 1.13	1.14	Tested monthly with test box
No. 15	Goods Out by packing bench		On wall by outside door same as 1.13	1.15	Tested monthly with test box
No. 15	Goods Out by R+D room steps		On wall by outside door same as 1.13	2.3	Tested monthly with test box
No. 15	R+D Room door near goods out		On wall at goods out end	1.4	Tested monthly with test box
No. 15	R+D Room middle		On wall at goods out end same as 1.4	2.1	Tested monthly with test box
No. 15	R+D Room By balcony door		On wall at goods out end same as 1.4	2.2	Tested monthly with test box
<b>First Aid Boxes</b>					
No. 15	Goods Out				Visual Check monthly
No. 15	Workshop				Visual Check monthly
No. 17	Kitchen				Visual Check monthly
<b>Fire Extinguisher</b>					
No. 15	Porch	Powder			Visual Check monthly
No. 15	Main Hall	Water			Visual Check monthly
No. 15	MD Landing	Water			Visual Check monthly
No. 15	R+D Room	CO2			Visual Check monthly
No. 15	Goods Out	Powder			Visual Check monthly
No. 15	Archive	Powder			Visual Check monthly
No. 15	Tom Thumb Room 1	Water			Visual Check monthly
No. 15	Tom Thumb Room 2	Powder			Visual Check monthly

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No. 15	Stock Room 5	CO2			Visual Check monthly
No. 15	Workshop	CO2			Visual Check monthly
No. 15	Stock Room 1	CO2			Visual Check monthly
No. 17	By front door	Powder			Visual Check monthly
No. 17	By front door	CO2			Visual Check monthly
No. 17	Kitchen	Powder			Visual Check monthly
No. 17	1st Floor Landing	Water			Visual Check monthly
No. 17	1st Floor Landing	CO2			Visual Check monthly
<b>Powder Should Be Used on</b>	Wood, paper, textiles and other carbonaceous materials.	Flammable liquids, petrols and spirits.		Flammable gasses. For example propane and butane.	
<b>Powder Should NOT Be Used on</b>	Fires involving burning metals.	Cooking oil and fat. For example olive oil, maize oil, lard and butter.			
<b>Water Should Be Used on</b>	Wood, paper, textiles and other carbonaceous materials.				
<b>Water Should NOT Be Used on</b>	Flammable liquids, petrols and spirits.	Flammable gasses. For example propane and butane.		Fires involving burning metals.	
<b>CO2 Should Be Used on</b>	Flammable liquids, petrols and spirits.	Fires caused by electrical equipment where electric current may be present.			

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<b>CO2 Should NOT Be Used on</b>	Wood, paper, textiles and other carbonaceous materials.	Flammable gasses. For example propane and butane.		Fires involving burning metals.	
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