



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	FIRE EQUIPMENT SERVICING (February 2011)
Description of Service	<ul style="list-style-type: none"> ➤ Provision and upkeep of fire equipment to all University buildings (including fire signage) ➤ General fire safety observation and reporting ➤ Annual testing of dry and wet risers in University buildings ➤ Weekly fire alarm testing of selected University buildings
Client Groups/ Eligibility for Services	<ul style="list-style-type: none"> ➤ All University staff & students ➤ All University buildings
Provider Responsibility – ionising radiations	<ul style="list-style-type: none"> ➤ Provision / installation of new equipment/fire signage as required within 5 working days or as otherwise agreed ➤ Service and maintenance of fire equipment – two times per year to meet legal requirement with additional half yearly check ➤ Fire equipment record keeping (legal requirement) ➤ Prompt call out during working hours for recharge /replacement of damaged equipment ➤ General fire safety observations ➤ Removal of fire equipment from areas/premises under control of contractor – prior to contract commencement ➤ To provide training on signs of discharge/tampering with extinguishers ➤ To provide advice for users on legal requirements for fire fighting equipment – type and location ➤ To test fire alarm systems in selected University buildings on prearranged schedule on Mondays.
User Responsibility	<ul style="list-style-type: none"> ➤ Clear definition of requirements and location (advice is available if required) ➤ Prompt notification of equipment discharge, failure or damage ➤ Nominated “specific point of contact” for building ➤ Notification of change of use or risk in the building ➤ Maintain free access to fire fighting equipment ➤ Check fire equipment weekly for evidence of tampering or discharge; report incidents immediately to Safety Services ➤ To inform Safety Services if fire fighting equipment to be removed prior to contract commencement where contractor is responsible for fire precautions /prevention of site ➤ To provide Safety Services with 5 days advance notification of occupation / reoccupation of buildings to facilitate prior installation of suitable fire fighting equipment and signage.

Availability of Service	<ul style="list-style-type: none"> ➤ 0830 hours to 1700 hours - All working days ➤ Out of hours only in the event of a major incident
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> ➤ Statistics provided in the Annual Report for Safety Services ➤ Invoices for malicious discharges etc, to relevant party
Dependencies	<ul style="list-style-type: none"> ➤ Suppliers or equipment and parts ➤ Prompt notification of equipment discharge /failure /damage ➤ Prompt notification of contract commencement dates ➤ Availability of competent resources and vehicle ➤ Timely notification of occupation or emptying of buildings ➤ Building access arrangements for fire alarm testing
Feedback/ Monitoring	<ul style="list-style-type: none"> ➤ Informal feedback
Benchmarking	<ul style="list-style-type: none"> ➤ Regulatory Reform (Fire Safety) Order 2005 ➤ BAFE qualifications
Exclusions	<ul style="list-style-type: none"> ➤ Total discharge systems ➤ Arts Tower Pumps ➤ Fire alarm maintenance ➤ Electrically operated fire signage and door releases ➤ Maintenance and installation of fire doors and structural fire protection ➤ No fire alarm testing undertaken weeks with Monday Bank holidays
Location of Service	<ul style="list-style-type: none"> ➤ Safety Services
Contact Details	<ul style="list-style-type: none"> ➤ Steve Massey – Ext 27463 ➤ Fire Equipment Technicians - Ext 27464 ➤ Safety Services' Office - Ext 26198
Charges	<ul style="list-style-type: none"> ➤ Nil to University academic/admin departments ➤ New equipment for new buildings charged to relevant Capital budget ➤ Charge to all Accommodation & Commercial Services for routine servicing and repair ➤ Replacement/repair of maliciously discharged, damaged and stolen equipment cost recovered from relevant Department e.g. Halls of Residence or Housing properties.
Other	<ul style="list-style-type: none"> ➤ None