

Fire Alarm Systems Testing



At HOP, we take the Fire Safety of our tenants very seriously, and we appreciate you taking the time to review this important document.

Prior to your Tenancy starting, a member of the HOP team will have tested your current system to ensure it is in full working order. Furthermore, we arrange for qualified engineers to attend the property periodically to carry out a full electrical inspection of the system.

Besides the periodic testing and our initial visit, it is down to you as Tenants to ensure the system is checked frequently. If there are any changes in the functionality, or if faults have developed, you must report them to us immediately.

To keep track of the tests you carry out, we have provided you with a **HOP Weekly Fire Alarm Testing Log** for you to update, a copy of which can be found at the end of this document. Please ensure this is stuck up in the entranceway to your property (if not already done so).

Types of Alarm

There are two main types of Fire Alarm System that you are most likely to find in your property: either a Panel Operated Hard Wired System or one that is simply Hard Wired. Both kinds feature interlinked detectors across the property, so if one alarm is set off, it triggers them all. You can see examples of each type below:

1) Panel Type System – Hard Wired & Interlinked



2) Non-Panel Operated System – Hard Wired & Interlinked



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Testing

1) Panel Type System – Hard Wired & Interlinked

These systems (as the name suggests) are controlled via a panel, usually located in the entranceway. Each box will have a description on the front as to how to test an individual alarm location. Unlike the non-panel operated alarms – these do not have individual “push to test buttons”

We request you use the [HOP Weekly Fire Alarm Testing Log](#) to test and record the result for a new location in the property each week.

Any issues developed on the system usually show up as **FAULT**, if this is the case this needs reporting immediately through our maintenance portal. You will find this on our website:

hop-property.co.uk/report-a-repair/

2) Non-Panel Operated System – Hard Wired & Interlinked

As with the panel system, we recommend that you test a new location/detector each week and record the result on the [HOP Weekly Fire Alarm Testing Log](#).

To do this, you will need to **PUSH AND HOLD** the button on the appropriate detector. When doing so, listen out to ensure each detector is sounding correctly, indicating that they are all still interlinked with no fault.

Changing the battery

Although both types of system are Hard Wired, the Non-Panel Operated Systems contain a backup battery in case of power failure. This backup battery will sometimes run low and need replacing. As Tenants, it is your responsibility to ensure the batteries are replaced when this occurs. You will be made aware of this by an individual detector beeping at slow and regular intervals.

Although each detector has a slightly different construction – please follow the steps below as a guide:

1. Remove the smoke alarm cover (it should unclip from the base with a slight twisting motion)
2. Take out the old battery from its holder
3. Replace with a new battery (check manufacturer’s instructions to make sure you install a battery of the right voltage)
4. Put the cover back on
5. Press the ‘Test’ button to check the new batteries are working (the alarm will sound if it’s working correctly)

Never take out the batteries of your smoke alarm, without immediately replacing them with new ones! You could forget to put new batteries in and put yourself, and those living in your household, at risk.



Should you have any issues with this guide, including testing, logging your results, or changing a battery, please don't hesitate to get in touch with your Property Manager directly, who will be happy to provide advice and help get you up and running.

Weekly Fire Alarm Testing Log



Prior to the commencement of your Tenancy, we checked that the Fire Alarm System is fully functioning. The system is also subject to annual or bi-annual testing by a qualified provider (depending on system type). Outside of this, it is the Occupier's responsibility to ensure that the system is tested once a week and the outcomes are recorded on the table below. It's a quick process and will take **no more than 5 minutes**. A full guide to testing your specific system can be found at hop-property.co.uk/knowledge-base/fire-testing If any faults are found, please ensure these are reported immediately on hop-property.co.uk/report-a-repair

WC	All Alarms Satisfactory?		Fault reported to HOP?			Name	Initials		WC	All Alarms Satisfactory?		Fault reported to HOP?			Name	Initials
	Yes	No	Yes	No	N/A					Yes	No	Yes	No	N/A		
03/07/2023									01/01/2024							
10/07/2023									08/01/2024							
17/07/2023									15/01/2024							
24/07/2023									22/01/2024							
31/07/2023									29/01/2024							
07/08/2023									05/02/2024							
14/08/2023									12/02/2024							
21/08/2023									19/02/2024							
28/08/2023									26/02/2024							
04/09/2023									04/03/2024							
11/09/2023									11/03/2024							
18/09/2023									18/03/2024							
25/09/2023									25/03/2024							
02/10/2023									01/04/2024							
09/10/2023									08/04/2024							
16/10/2023									15/04/2024							
23/10/2023									22/04/2024							
30/10/2023									29/04/2024							
06/11/2023									06/05/2024							
13/11/2023									13/05/2024							
20/11/2023									20/05/2024							
27/11/2023									27/05/2024							
04/12/2023									03/06/2024							
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