

PRECAUTIONS TO BE TAKEN

FROST DAMAGE

The sprinkler system must be protected against damage by frost.

There is a real possibility in winter of damage to property being caused by the bursting of water pipes, valves and the like in the Sprinkler installation, as a result of freezing.

Several precautions can be taken to prevent such damage occurring and it is recommended that engineers or maintenance staff carry out the following procedures:

- A. Where the Sprinkler installation is charged with water during the winter months (November to April)
- Other than where sprinkler pipework is specifically protected by trace heating and lagging, adequate heating must be maintained in all parts of the premises both day and night. The provision of adequate heating is particularly important during weekends and other periods of unoccupancy such as the Christmas and the New Year holiday.
 - Heating systems must operate via frost thermostats set to automatically activate heating should temperatures fall below 5 degrees centigrade.
 - A check must be made before the onset of winter to confirm the satisfactory operation of frost thermostats and electrical trace heating. Lagging to exposed pipework to be checked to verify that it remains intact and weatherproof.
 - A thorough examination should be made before the onset of winter, of any concealed roof spaces which contain Sprinklers, to check that the roof is in good condition and that there are no inlets for currents of cold air.
 - Any stop valves provided for the isolation of sprinklers in open sided loading bays, covered ways and other exposed places should be closed and water drained from connecting pipes.
 - Any above ground connecting pipes between sprinkler protected buildings, should be lagged and incorporate electrical trace heating. If you have no control over the Sprinkler installation and the heating throughout the premises then your landlord should be advised of the precautions mentioned above.
- B. When the Sprinkler installation is charged with air during the winter months (November to April) –
- Ensure prompt changeover to charge the system with air is scheduled with your sprinkler contractor. Changeover to air is acceptable from mid October and the system should remain on air until the end of March; changeover to water to be achieved before the end of April.
 - Ensure adequate frost protection is maintained to the valvesets. This can be achieved either by heating to the valve enclosure operated via frost thermostat set to automatically activate should temperatures fall below 5 degrees centigrade, or by trace heating and lagging of the sprinkler valveset. A check to be made before the onset of winter to confirm the satisfactory operation of frost thermostats and electrical trace heating. Pipework lagging to be checked to verify it remains intact and where necessary, weather proof.
- C. Where there is a pumped water supply –
- If water is supplied to the Sprinkler installation by pumps, temperatures of at least 10°C for diesel engine driven pumps and 4°C for electric motor driven pumps must be maintained in the pumphouse.
 - If the installation includes a pump suction tank, the ball valve assembly (if any) needs to be protected adequately against frost together with associated supply and delivery pipes, drain pipes and ball valves by lagging and electrical trace heating. A check to be made before the onset of winter to confirm the satisfactory operation of electrical trace heating. Pipework lagging to be checked to verify it remains intact and weatherproof.

IMPAIRMENT OF THE SPRINKLER SYSTEM

WHEN AN INSTALLATION OR ITS WATER SUPPLIES ARE RENDERED INOPERATIVE:

- Permission must be obtained from AXA Insurance before rendering any part of the sprinkler installation inoperative other than routine maintenance work. In the event of an emergency impairment AXA Insurance must be notified as soon as possible. The AXA Sprinkler System Impairment notification form should be used where possible available at:
axaconnect.co.uk/sprinkler-impairment-guide
- Please use the URN number printed on the test card address label in all correspondence.
- As much as possible of the sprinkler installation to be maintained operative by blanking off the section to be worked on and recharging the remainder of the installation. Alterations and repairs to the installation or its water supplies to be carried out during normal working hours as far as possible, and all expedition must be used so that the sprinklers remain inoperative for as short a time as possible.
- Within the area of sprinkler impairment:
 - supervisory staff to be notified that the sprinkler protection is inoperative
 - additional fire extinguishers to be provided
 - all processes or activities that present a high fire hazard including maintenance activities involving hot work to be suspended until sprinkler protection is fully restored.
 - a higher degree of vigilance to be paid to fire and security risks. If an impairment is to exceed one working day, additional “out of hours” precautions should be considered with permanent security guard attendance and patrols of the sprinkler impaired area.
- In the case of Manufacturing premises, when the alterations and/or repairs are extensive or it is necessary to “break” a pipe exceeding 40 mm (nominal) diameter or to overhaul, repair or remove a main stop valve, alarm valve or back pressure valve, every effort must be made for the work to be carried out when the machinery is stopped.

Date	Maintenance Record (please detail servicing of sprinkler valvesets, pumpsets, water storage tanks, ball valves and non-return valves) plus any defects or alterations

AXA Insurance UK plc
Registered in England and Wales No 78950.
Registered Office: 20 Gracechurch Street, London EC3V 0BG.
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Telephone calls may be monitored and recorded.



Automatic Sprinkler Installation
Record of Weekly Inspection and Tests

Name

Address

Installation

Should any cause necessitate an installation or one or all of the Water Supplies being turned off, immediate notice must be sent to the Company using the AXA Sprinkler System Impairment notification form. Details of the precautions which should be taken will be found on the back of this card.
It is a condition of your insurance policy that the Sprinkler Installation is maintained in good order and that weekly testing is completed in accordance with the following instructions. Please record sprinkler and fire pump contractors attendance in the maintenance record to the back of this card.

An inspection and test to ascertain that the sprinkler system is in proper order must be completed each week and results recorded on this test card. Any defects revealed by these tests must receive immediate attention.

Inspect and ensure that:

- All stop valves which could interrupt the supply of water to the sprinkler installation are secured open by means of a padlocked strap in the case of the Main Stop Valve and by a padlocked strap/chain in the case of any other valves.
- The valve on the water motor alarm feed pipe is strapped and padlocked open.
- All drain and test valves are secured closed.
- There are the necessary number of spare sprinklers, together with a sprinkler spanner.
- Alternate installations are under water pressure from May to October and charged with air from November to April.
- When alternate / dry installations are charged with air the accelerator or exhauster, if provided, is operative.
- Storage heights do not exceed the system design limits and there is a clear space of 0.5m below the level of the sprinkler heads for ordinary hazard systems and 1m for high hazard systems.
- Frost protection measures are operating correctly during November – April. Details of the frost damage precautions to be taken can be found on the back of this card.

Test as follows:

- Where an alarm signal is transmitted to an alarm receiving centre or the Fire & Rescue Service, notify them that the system is to be tested.
- Ensure that any pump suction tank, elevated private reservoir, gravity tank or jackwell is filled to the correct level and that any ball valves on the infill are in working order.
- Ensure that any pressure tank is filled to the correct level and the air pressure is correct.
- Open the 15 mm test valve to ensure that the water motor alarm and alarm valve are in full working order. The bell should sound continuously for at least 30 seconds within a reasonable time of opening the valve. If there is a means for automatically transmitting an alarm signal to the Fire Brigade or Alarm Receiving Centre, this test should also demonstrate that the switch installed for this purpose is capable of transmitting the appropriate signal to the Fire Brigade/Alarm Receiving Centre.
- Where pumps are installed they should be run for the following minimum period:
Electric 10 mins, Diesel 30 mins.
- Record the minimum temperature in the pumphouse (taken from a maximum minimum thermometer).
- Where alarm signals are transmitted to an alarm receiving centre, notify them upon completion of testing and confirm that they have received a fire signal/s from the premises.

Office of Issue

AXA Surveys Booking Team
C/o RiskSTOP
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Impairment Email: sprinklersupport.ins
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KEEP THIS CARD IN A
SECURE PLACE AND RETURN
TO AXA INSURANCE AT THE
END OF THE YEAR

Date	INSPECTION				BELL TEST					WATER STORAGE	JOCKEY PUMP		ELECTRICAL PUMP				DIESEL PUMP								HEATING	ALARMS	Comments
	Test completed by	System fully operable. If no give reason/s	Are all stop valves properly secured open or closed as appropriate with padlocked straps?	If the Installation is on Air is the Accelerator or Exhauster in operation?	Pressure on Gauge above Alarm Valve					Is the Pump Suction Tank, Gravity Tank, Elevated Reservoir Jackwell and Priming Tanks (if any) charged to correct levels and any Ball Valves in order?	Pump cut in pressure	Pump cut out pressure	Auto start Pump cut in pressure	Pump manual start	Pump run for a minimum of 10 minutes	Sufficient Cooling Water Flow through Pump to prevent it overheating?	Auto start Pump cut in pressure	Pump manual start	Pump run for a minimum of 30 minutes	Checked and Found in order				Hours run as indicated on Engine/Engine Controller After Test	Minimum temperature recorded in pumphouse	Pump running and fire in pumphouse alarms confirmed	
					Before Testing	Time to Ring Alarm	After Testing	Minimum temperature recorded in valve chamber	Signal received by alarm receiving centre											Lub. Oil	Fuel Oil	Batteries	Sufficient engine and Pump Cooling System Water Flow				
JANUARY																											
FEBRUARY																											
MARCH																											
APRIL																											
About this time alternate Wet and Dry Installations and sections controlled by Tail End Air Valves should be charged with water.																			Date Changed to Water :				By:				
MAY																											
JUNE																											
JULY																											
AUGUST																											
SEPTEMBER																											
OCTOBER																											
About this time alternate Wet and Dry Installations and sections controlled by Tail End Air Valves should be charged with air. Attention is drawn to the steps that can be taken to prevent freezing in the winter as set out on the back of this card.																			Date Changed to AIR :				By:				
NOVEMBER																											
DECEMBER																											