

# YOUR COLT SMOKE CONTROL MAINTENANCE CHECKLIST

Under The Regulatory Reform (Fire Safety) Order 2005 (RRO), the “Responsible Person” (typically a building owner and/or operator) must ensure their smoke control systems are maintained, tested regularly, in an efficient state, in working order and in good repair at all times. If this is you, it is your responsibility to check that contractors have the qualifications, accreditations and training to work in accordance with the latest regulations.

The Department for Levelling Up, Housing and Communities (DLUHC) suggests that the “smoke control system should be maintained by a competent person who is familiar with the fire engineering performance specifications of that specific system”. The “Responsible Person” must keep an accurate record of any maintenance done to the system. In the event of a fire, these records may be requested, for example, to make an insurance claim. For high-rise residential buildings, from the 23rd of January 2023, it will also become law that any faults within a system must be reported to the local fire department if they cannot be rectified within 24 hours. Records of maintenance and testing must also be made available to residents.

Use our helpful checklist below to see what maintenance actions need to be taken to ensure compliance with BS9999:2017 Annex I.



| Frequency          | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Who should carry out the tasks?                                                                           | If no one is available? |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------|
| Daily              | Smoke Control Panel should be checked to ensure there are no faults or activations, fire control capability is active and not inhibited by fire override or manual call points.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Can be carried out by a suitably trained in-house person, caretaker, concierge, or site maintenance staff | Responsible person      |
| Weekly and Monthly | Smoke control systems protecting means of escape should be actuated once a week, ensuring that all equipment operates as intended. This should be a functionality test of the smoke control system. Check that the system operates: control panel acknowledges activation and overrides any normal operation, vents and/or dampers open/close as required, fans start and sound normal/healthy – system to be left in healthy state on completion of test. Monthly tests should be recorded and any significant faults that affect performance should be rectified. If this is not immediate, the fault should be reported to the local Fire and Rescue service by the Responsible Person within 24 hours. | Can be carried out by a suitably trained in-house person, caretaker, concierge, or site maintenance staff | Call Colt               |
| Three Monthly      | The complete smoke control system (or systems) protecting means of escape should be actuated, ensuring that all equipment operates as intended. This should be a functionality test of the entire smoke control system. Check that the system operates: control panel acknowledges activation and overrides any normal operation, vents and/or dampers open/close as required, fans start and sound normal/healthy – system to be left in healthy state on completion of test.                                                                                                                                                                                                                             | Can be carried out by a suitably trained in-house person, caretaker, concierge, or site maintenance staff | Call Colt               |
| Six-monthly        | Inspection to SFG20 by a competent company/persons, any defects logged, and the necessary actions taken, and certificates of testing obtained – to include full performance test of system.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Colt                                                                                                      | Call Colt               |
| Annually           | Once a year service BS 7346-8 by a competent company/persons, any defects logged, and the necessary actions taken, and certificates of testing obtained – to include full performance test of system. Annual service readings should be recorded and any faults that affect performance should be rectified. If this is not immediate, the fault should be reported to the local Fire and Rescue Service by the Responsible Person within 24 hours.                                                                                                                                                                                                                                                        | Colt                                                                                                      | Call Colt               |

**If you are unclear about any of the above or need any assistance in carrying out these tasks, talk to a Colt Service specialist today. Email us on [service@uk.coltgroup.com](mailto:service@uk.coltgroup.com) or call us on 02392 491 735.**



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