

OSD85 - Checking of Smoke Detectors and CO Detectors Procedure

INTRODUCTION

This procedure gives guidance to any members of staff who are required to make annual checks of smoke detectors and Carbon Monoxide detectors.

PROCEDURE

1. Smoke detectors and Carbon Monoxide installed by the Council in Council owned properties are checked annually by suitably trained and experienced gas or electrical engineers.
2. Smoke detectors and Carbon Monoxide detectors tested and installed in accordance with The Smoke and Carbon Monoxide Alarm Regulations 2015 and to include the following requirements:
 - Carbon Monoxide alarms are to be installed in any room containing a solid fuel burning appliance.
 - They must be checked and in fully working condition at the start of each new tenancy. Tenants should then take responsibility for their own safety by testing all alarms regularly in between CBC planned checks.
 - Smoke detectors and Carbon Monoxide detectors will be checked annually at the service of the appliance (Gas or Solid fuel) and recorded on the appropriate certificate which is then forward to the Asset management team to update the Asset Management Database (Keystone)
3. Gas engineers will carry out the majority of checks during the annual Gas or Solid Fuel servicing. Electrical engineers will carry out checks in properties in any other circumstance.
4. The detectors shall be inspected for damage and replaced if damage is evident.
5. Any detectors fitted with only a PP3 battery, not mains powered or without a battery back-up device, will be replaced with a modernised and compliant detector, complete with base
6. Detectors with an install date prior to 1997 will be replaced with a modernised and compliant detector. Any detectors replaced will be notified so housing systems may be updated.

7. Detectors will be cleaned and tested following manufacturer's instructions carefully using a soft brush or a min-vac.
8. Both test buttons shall be activated after the service.
9. Electrical connections will be checked including interconnection and any minor faults will be rectified, major faults will be reported for urgent rectification.
10. Any batteries or detectors removed shall be returned to the supervisor for **safe** disposal.
11. On completion of the test a label shall be affixed to the unit and the date of the last test shall be written on it
12. Any detectors that seem to have been removed or vandalised by the tenant will be reported for re-charge.