



19th January 2016

.....
.....
.....

Dear Sir/Madam

Annual Maintenance Declaration –

It is a requirement of Legislation that an Occupier's Statement be forwarded to the Fire Service Authority by the owner of the property at the end of each year of inspection and testing.

When forwarding this Statement to the Queensland Fire & Rescue Service, please attach a covering letter on your letterhead, using the following information as a guide:

"Please find enclosed the original Schedule 2 Occupier's Statement for the special fire services at the above premises covering the previous 12 calendar months.

The records of maintenance of the fire systems, including a Certificate of Maintenance and yearly condition report are available for inspection and are located at _____."

Please go to our website www.fsp.com.au to obtain the appropriate address for the Queensland Fire & Rescue Service for your premises.

If you require further information, please contact Trevor Voevodin of this office, at your convenience.

Regards

Trevor Voevodin
Managing Director

Schedule 2 – Occupier’s statement¹

Name of building and address:
*Prescribed fire safety installation*²

Name of building and address: <i>Prescribed fire safety installation</i> ²	Nominated Australian Standard or relevant maintenance requirements ³	Was a critical defect notice ⁴ issued during the period covered by this statement (Yes/No)	Date of rectification of critical defect ⁴
Air handling systems			
Emergency lifts			
Emergency lighting	AS 2293.2		
Emergency power supply			
Emergency warning and intercommunication systems ⁵	AS 1851 6.4		
Exit signs	AS 2293.2		
Fire detection and alarm systems	AS 1851.6		
Fire doorsets			
Fire extinguishers/Fire blankets	AS 1851.10 & 11		
Fire hose reels	AS 1851.9		
Fire hydrants (including boosters)			
Fire mains			
Fire shutters			
Other features ⁶ (Landing Valves)	AS 1851.4		
Smoke and heat venting systems			
Smoke doorsets			
Smoke exhaust systems			
Solid core doors			
Special automatic fire suppression systems			
Sprinklers	AS 1851.2		
Hydrant Pump	AS 1851 3 & 4		

I _____ as an authorised person on behalf of _____⁷ declare the above listed *prescribed fire safety installations* have

been *maintained* during the period covered by this statement in accordance with this code and as specified, _____ on _____ (Date)

1. This yearly statement must be kept with the building’s *maintenance records* in accordance with A2(c) and be produced on demand by local government officers and authorised officers of the Queensland Fire and Rescue Service.
2. Note: delete *prescribed fire safety installations* that are not installed in/for the building.
3. For example, in accordance with manufacturer’s instruction manual date day/month/year or in accordance with the building’s *certificate of classification*.
4. Copies of *critical defect notices* issued and proof of rectification within the period of this statement must be attached.
5. This is also known as sound systems and intercommunication systems for emergency purposes.
6. Includes additional *fire safety installations* or conditions that are *required* under the building’s *alternative solution* of the *Building Act 1975* or *BCA clauses E1.10 and E2.3*.
7. If the owner is signing or the occupier is not employed by a body corporate the ‘name of organisation’ section does not need to be completed.

Report No:

For the 12 months from January 2015 To December 2015

Customer Name

Customer Address

Building/Premises Name

Fire System element

Date original system installed

Applicable standard at the time of install

System non conformences

System defects

Certificate of maintenace covering site
spercific testing issued for the last 12 months

Current age of the system components

Manufactures replacement age

Signature

Date