

**LAWRENCE HOUSE SUPPLORTED ACCOMMODATION**

**Weekly Testing of Break Glass Points**

The break glass points must be tested once a week on Wednesday at 09.30 am.

A member of staff must use the BLACK PLASTIC KEY on top of the Alarm Control Box. This must be inserted from the bottom of the break glass and will activate the sounding bells. Allow to ring for several seconds to check that all sounders are working.

Then press – 1 2 3 Silence Alarms followed by System Reset.

Use a different alarm point every week and record in the red folder that is kept in the tall metal filing cabinet in the main office.

If any sounders or break glass points are not working, this must be reported to Leicester Housing Association immediately and this action recorded with date and time in both the LHA repairs Log and the Fire Book.

N.B. The Access Function light on the Alarm Control Box will remain on for approximately 2 minutes.