

Table 18.11.: Facility Management Company Responsibilities

ITEMS	REQUIREMENTS
5. STORAGE	<ul style="list-style-type: none"> i. It is facility management company's responsibility to ensure that no flammable, hazardous and dangerous material are not stored in the facility except where it is permitted, in a designated place and specific quantity. ii. It is facility management company's responsibility to ensure that means of egress components such as doors, stairs, corridors and exits are not blocked by stored items, toys, sports items, exercise equipment, articles, boxes, cycles, waste materials, items intended to be disposed, signboards, plants, decoration items, banners, advertisements, pet cages etc. It is facility management personnel duty to ensure that emergency exit routes are freely accessible at all times. iii. It is facility management company's responsibility to ensure that balconies are not used as storage space. Balcony storage item fires can spread to building facades and can be catastrophic. iv. It is facility management company's responsibility to monitor occupant's storage practices and ensure safe storage habits are practiced.
6. FIRE EXTINGUISHERS	<ul style="list-style-type: none"> i. Fire Extinguishers are the most efficient first line of Defence during initial stages of fire and it is facility management company's responsibility to familiarize the various types of extinguishers and their application on various types of fires, in accordance with chapter 4. Fire Extinguishers and periodic training. ii. It is facility management company's responsibility to visually inspect fire extinguishers every week for their normal working condition and pressure gauges. Where low pressure, damages, dents etc. are found, facility management shall immediately inform owner and maintenance company. iii. It is facility management company's responsibility to ensure that extinguishers are not obstructed and are placed securely as commissioned in designated location with appropriate signs.
7. FIRE DETECTION AND ALARM SYSTEM	<ul style="list-style-type: none"> i. It is facility management company's responsibility to visually inspect the Fire detection and alarm system everyday. ii. Fire detection and Alarm control panel shall be visually inspected everyday for power "ON" condition, trouble signals, abnormal conditions, low battery conditions, damages etc. and bring to owner or owner's representative's attention immediately and take further action of informing responsible maintenance company. iii. It is facility management company's responsibility to visually check for detectors normal working condition by verifying the blinking LED's., accumulation of dust, open wiring, damaged detectors etc. and bring the matter to owner's attention immediately. iv. It is facility management personnel responsibility to ensure that detectors and manual call points are free of obstruction. v. It is facility management company's responsibility not to ignore any alarms on the Fire Detection and Alarm System. Any alarms shall be immediately verified by physically cross checking the location and confirming the alarm authenticity, before declaring it as "false alarm" or resetting the Fire Detection and Alarm System. vi. Log of annual inspection and maintenance dates shall be maintained and followed up regularly with inspection and maintenance companies.