

Table 18.11.: Facility Management Company Responsibilities

ITEMS	REQUIREMENTS
8. FIRE PROTECTION SYSTEMS	<ul style="list-style-type: none"> i. Fire Protection Systems such as Fire Hose Reels, Hydrants, Sprinkler Systems, Fire Pump Systems shall be visually inspected to ensure their normal working condition. ii. Fire Pump room shall be inspected visually everyday to ensure that all valves are in normal position as commissioned and pressure gauges are reading normal pressures as commissioned. iii. It is facility management company responsibility to ensure pump control panel is in normal working condition with power "ON", without trouble signals, abnormal conditions, low battery conditions, damages etc. Any abnormal condition shall be brought to owner's attention and maintenance companies shall be informed immediately. iv. Pump room, piping shall be free of leakages. v. Fire water tank shall be inspected every day to ensure "Fire Reserve" is always available. vi. It is facility management company's duty to ensure sprinklers, hydrants and hose reels are not blocked and are in good working condition without leaks, damages and tampering. vii. It is facility management company's duty to visually inspect the fire protection systems to ensure nozzles, hose reels, and tools are not missing from the designated cabinets or location.
9. EMERGENCY LIGHTING AND SIGNS	<ul style="list-style-type: none"> i. It is facility management company's responsibility to visually inspect the Emergency Lighting system control unit and luminaries everyday. ii. Emergency Lighting 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 proper exit signs and ensure they represent actual direction of available exits.
10. EMERGENCY EVACUATION PLAN	<ul style="list-style-type: none"> i. It is facility management company's responsibility verify emergency evacuation plans and ensure that the building, furniture, artifact etc. arrangements have not altered the exit routes and exit access ways. ii. Modifications in terms of partitions, demolitions, new arrangement of equipment, relocations of doors, interior/exterior landscaping, interior décor and such activities in a building can alter the exit routes and direction of exit routes and emergency evacuation plans should be updated and verified accordingly.
11. DRILLS	<ul style="list-style-type: none"> i. Facility management shall conduct emergency fire drills for their staff every 6 months and whole facility management team shall actively participate in emergency fire drill management. See Chapter 19. Section 4. ii. The Fire and Life Safety manager, facility management and designated personnel shall practice emergency drills and their role without the entire occupancy evacuation, every month, where the efficiency of the emergency action plan and evaluation of their performance during fire, emergency, panic and dangerous situations to execute smooth evacuation of the occupants to safety of exterior or point of safety shall be conducted and recorded for assessment. iii. Short comings in emergency management, scope of improvement in smooth evacuation, occupants' behavior during evacuation etc. shall be explored through the drills and improvisation measures shall be implemented by bringing it to owner's attention and coordination.