Fault Reporting to FRS Template

1. Name, address and postcode of building

2. Name and contact details of responsible person

3. What equipment does the fault relate to?	
	Automatic door release mechanisms
	Evacuation alert systems
	Fire detection and alarm systems
	Lifts for use by firefighters or Evacuation lifts
	Rising mains
	Smoke control systems
	Suppression systems

4. What is the nature of the fault?

5. What area(s) of the building are affected by the fault?

6. What is the estimated timescale for rectification of the fault?

7. Has the fault necessitated a temporary change in evacuation strategy from stay put to simultaneous?	
	Yes
	No
	The building already has a simultaneous evacuation policy
8. Have any additional measures being implemented to mitigate against the fault?	
	Yes
	No
9. If yes, provide details on additional measures.	
10. Name and contact details of person completing form	