EMERGENCY SMOKE EXTRACT FAN

Testing and Noise Management Plan

Site	Old Granada Studios, Manchester
Plant	Ground-floor plant-room emergency smoke-extract fan
Building operator	FORM Property Management
Responsible manager	Anthony Rothwell, Building Manager
Contact details	anthony.rothwell@formproperty.co.uk
Plan date / revision	18/08/26 / Revision A

1. Purpose

This plan sets out the arrangements for routine and exceptional testing of the ground-floor emergency smoke-extract fan. Its purpose is to maintain the life-safety function of the system while minimising disturbance to nearby residential and other noise-sensitive receptors.

The fan is emergency plant and does not operate as part of the building's normal ventilation arrangements. Outside an emergency, it will operate only for testing, commissioning, inspection, maintenance or fault investigation.

2. Testing frequency and hours

Test	Frequency	Normal timing	Expected fan operation
Routine functional test	Weekly	Tuesday, 10:00-11:00	Minimum period required to confirm operation; normally no more than 10 minutes.
Specialist planned maintenance	As required by the O&M manual	Weekday, 10:00-16:00	Limited to the duration reasonably required by the specialist.
Integrated system test	Annually	Weekday, 10:00-16:00	As required to test the complete cause-and-effect sequence.
Fault or repair test	Only when necessary	Weekday, 10:00-16:00 where practicable	Minimum period necessary to diagnose a fault or confirm rectification.

The routine test will be undertaken on the same day and within the same time window wherever practicable. Testing will not normally take place before 10:00, after 16:00, during the evening or overnight.

The testing frequency may be increased where required by the fire strategy, fire-risk assessment, manufacturer, O&M information or a competent smoke-control specialist. It will not be reduced solely for noise-management reasons.

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3. Routine weekly testing procedure

Before starting the test, the responsible person will:

- Confirm that the test is taking place within the stated daytime window.
- Confirm that no other unusually noisy plant testing is planned concurrently.
- Check that the fan and discharge route are free from any obvious obstruction.
- Inform relevant on-site management and security personnel.
- Record the proposed start time in the fire-safety logbook.

The system will then be actuated using the normal test arrangement. The responsible person will check, so far as applicable, that:

- The smoke-extract fan starts correctly.
- Associated dampers, vents and controls move to their required positions.
- Fault indicators and control-panel status are satisfactory.
- The fan does not exhibit abnormal vibration, mechanical noise or other evidence of a fault.

The fan will operate only for the minimum time required to complete these checks and will then be returned to its normal standby condition.

4. Notification of nearby receptors

The operator will maintain contact details for the building managers or nominated representatives of the nearest noise-sensitive premises, including Bauhaus Apartments, Atherton Street, and any other receptor identified by the Local Planning Authority or Environmental Health Officer.

- The fixed weekly testing arrangement will be notified before this plan is first implemented.
- At least 24 hours' notice will be given before each routine weekly test, unless the Local Planning Authority agrees that the published recurring test window constitutes adequate standing notification.
- At least five working days' notice will be given for annual integrated testing or other planned testing expected to operate the fan for longer than the routine functional period.
- The notice will state the proposed date, testing window, reason, anticipated duration and a contact number for the responsible manager.
- Where an urgent fault or life-safety issue makes advance notice impracticable, notification will be provided as soon as reasonably practicable.

Notifications may be issued by email to the relevant building manager or nominated representative for onward circulation to occupiers.

5. Noise-control measures

- Testing will be restricted to daytime hours wherever reasonably practicable.
- The fan will run only for the minimum period required to demonstrate correct operation.
- Routine and extended tests will not be undertaken concurrently with other avoidable noisy maintenance activities.
- Plant-room doors and acoustic enclosures will remain closed, except where access is essential for safety or inspection.
- Silencers, attenuators, flexible connections and plant-room acoustic treatments will be kept in place and maintained.
- Any material increase in noise, vibration or tonal characteristics will be investigated.

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- Testing will be stopped where abnormal noise or vibration indicates a possible defect, unless continued operation is necessary for immediate safety reasons.
- Extended commissioning or remedial testing will be planned separately and nearby receptors given additional notice.

6. Records

Each test will be recorded in the building's fire-safety or plant-maintenance log, including:

- Date, start/finish time and approximate fan-running duration.
- Reason and type of test.
- Name of the person undertaking or supervising the test.
- Result, any fault identified and corrective action required.
- Details of the receptor notification issued.
- Any noise complaint received.

Records will be retained by the building operator and made available to the Local Planning Authority or Environmental Health Officer on reasonable request.

7. Complaints

Any complaint associated with testing will be logged and promptly investigated. The investigation will consider the test timing and duration, plant condition, plant-room doors and acoustic treatments, and whether the notification procedure was followed.

Where a complaint is substantiated, the operator will review the testing method and timing and implement reasonable corrective measures without compromising the fire-safety function of the system.

8. Emergency operation

Nothing in this plan restricts operation of the smoke-extract system during a fire, suspected fire, emergency incident or other genuine life-safety event. Advance notification and testing-hour restrictions do not apply in those circumstances.

9. Review

This plan will be reviewed following a material change to the fan or smoke-control system, a substantiated noise complaint, a change to the required fire-safety testing regime, or a reasonable request from the Local Planning Authority or Environmental Health Officer.

10. Operator approval

I confirm that this plan will be adopted for the operation and testing of the emergency smoke-extract fan and communicated to the relevant facilities-management and maintenance personnel.

Name: _____

Position: _____

For and on behalf of: _____

Signature: _____

Date: _____

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