

	<b>RESOURCE LIBRARY - TECHNICAL SERVICES</b> <b>Fire System Management</b>	<i>CODE:</i> 07.01.037
		<i>EDITION:</i> 1
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**Purpose:**

目的

**To at all times keep the fire-fighting system in good condition**

保证消防系统时刻处于正常状态。

**Policy:**

政策

**Regular inspection of fire-fighting system**

定期检查消防系统

**Procedure:**

程序

- 1.0 Company policy and the management system should be seriously implemented; fire regulations should be strictly enforced; various management tasks should be completed under the leadership of the engineering department;  
认真执行公司规定和各项管理制度；严格执行消防法规；在工程部的领导下完成系统的各项管理任务；
- 1.1 The fire-fighting equipment can not be used without permission;  
未经许可，不得随意动用消防设备；
- 1.2 Unified fire management system designed by hotel security department should be complied with in the implementation of the fire service work orders;  
遵守酒店保安部统一制定的消防管理制度，执行各项消防工作指令；
- 1.3 The procedure and the operating system should be laid down by the system design,;  
按系统设计规定的程序设置、操作系统；
- 1.4 Irrelevant software is not allowed to input to the system computer, random deletion and change of system settings are also denied;  
严禁向系统计算机输入无关软件，或任意删除、更改系统设置；
- 1.5 Unauthorized connection of system equipment can not be changed;  
未经批准，系统设备的连接不得更改；
- 1.6 The operation and fault maintenance records should be made in detail;  
详细填写设备运行及故障维修记录；
- 1.7 The fire alarm system, automatic fire extinguishing systems, fire radio /fire shutter/evacuation doors should be regularly checked;  
定期检查测试消防报警系统、自动灭火系统、消防广播及防火卷帘门及消防疏散门；
- 1.8 The fire pumps, spray pumps should be regularly checked to ensure the normal pressure in the network.  
定期检查测试消防水泵、喷淋水泵，保证管网水压正常。



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