

SS 15.4 - Signs

Address:			
Provided by (name):			
Register of signs for evacuation			
	Make	Model	Location
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Performance/Installation Standard:		<input type="checkbox"/> NZS 6742 Year _____ <input type="checkbox"/> AS 2293 Year _____ <input type="checkbox"/> Specifically Designed Alternative Solution <input type="checkbox"/> Other (Historical) _____	
Inspections & Maintenance Standard:		<input type="checkbox"/> NZS 6742 Year _____ <input type="checkbox"/> AS 2293 Year _____ <input type="checkbox"/> Specifically designed solution provide details separately	
As a minimum these inspections and maintenance procedures will be carried out:		Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See Below	
Inspection frequency and responsibility:		<input type="checkbox"/> Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Annual	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
Inspections & Maintenance:			
<i>Monthly Inspections</i>		Illuminated signs should be inspected to ensure: <ul style="list-style-type: none"> • Of correct type • In correct location • Legible • Illuminated 	
<i>Monthly Maintenance</i>		<ul style="list-style-type: none"> • Clean • Check securely fixed to wall 	

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<i>Annual Inspections</i>	<ul style="list-style-type: none">• Check for damage <p>Annually Signs not required to be illuminated should be tested to ensure they:</p> <ul style="list-style-type: none">• Of correct type• In correct location• Legible <p>Signs required to be illuminated should be tested to ensure they:</p> <ul style="list-style-type: none">• Remain illuminated in the event of a power failure to comply with NZBC F6
Reporting:	<p>The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:</p> <ul style="list-style-type: none">• Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.• A Form 12A provided by an IQP annually

The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.