

## OPERATION & MAINTENANCE

### NOTE SERVICING SHOULD ONLY BE CARRIED OUT ONCE THE FITTING HAS BEEN MADE ELECTRICALLY SAFE

1. Luminaires should not be covered by heat insulating material or any other material which prevents heat dissipation.
2. Use only lamps of the recommended type and rating and follow the lamp manufacturer's instructions. Observe particularly any maximum wattage limitations marked on the luminaire.
3. Failed lamps should be replaced promptly.
4. Repairs should be carried out only by suitably qualified persons. Check that replacement components are satisfactory for the luminaire as authorised by the luminaire manufacturer. Disposal of replaced components to be in accordance with the component manufacturer's instructions.
5. Servicing e.g. Cleaning, lamp or fuse replacement should only be carried out after the luminaire has been made electrically safe.
6. Disposal of old lamps and tubes should be carried out in accordance with the instructions of the lamp manufacturer. The disposal of large quantities of lamps may be subject to special regulations of local authorities and these should be consulted for specific guidance.
7. Batteries must be disposed of in accordance with the manufacturer's recommendations & local authorities regulations. Under NO circumstances must they be opened or disposed of in fire. Certain battery types are re-cycleable and the manufacturer should be notified prior to disposal.
8. Storage – Fittings should be stored in dry conditions in a nominal temperature of 0 to +25°C.
9. It is desirable that staff working in areas where emergency lighting is installed are made aware of the purpose of the luminaires and of the significance of the indicator lamp(s).

**ANY FAULT REPORTED SHOULD BE RECTIFIED IMMEDIATELY.**

EMERGENCY LIGHTING TEST RECORD CARD											
LOCATION....			Date Installed...				Installed by...				
TEST	MONTH	YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5	
		Signed	Date	Signed	Date	Signed	Date	Signed	Date	Signed	Date
1	FUNCT										
2	FUNCT										
3	FUNCT										
4	FUNCT										
5	FUNCT										
6	FUNCT										
7	FUNCT										
8	FUNCT										
9	FUNCT										
10	FUNCT										
11	FUNCT										
12	3HOUR										

BS5266: Periodic testing should be carried out monthly by simulating a failure of supply, causing the fitting to be energised from its battery. Interruption of the supply should be carried out by operation of a local keyswitch or other isolation device. During this period all fittings should be examined visually to ensure that they are functioning correctly. At the end of the test period the supply shall be restored and all indicator lamps or devices checked to ensure that the normal supply has been restored.

**THE DURATION OF THE SIMULATED FAILURE SHALL BE:**

- Monthly: a functional test for less than ¼ the rated duration of the fitting.
- After one year: for the full duration of the fittings.
- Subsequent annual tests: for the full duration of the fitting
- Batteries should be replaced once the rated duration can no longer be met.

