**Fault Reporting to FRS Template**

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| 1. Name, address and postcode of building |
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| 2. Name and contact details of responsible person |
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| 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? |
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| 5. What area(s) of the building are affected by the fault? |
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| 6. What is the estimated timescale for rectification of the fault? |
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| 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. |
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| 10. Name and contact details of person completing form |
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