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| **Essential Safety Measures (ESM) Routine Service – 50 Lalor St** (BCA Class 9b building)  **& New Bus Shed** (BCA Class 7a building)  *The Annual Essential Safety Measures Report (AESMR) SF-21, is due within a month of the pre 1994 building anniversary*  *50 Lalor St: 13th June 2009 & New Bus Shed AESMR is due within a month of 14 July 2014* | | | | |
| **Safety Measure**  *Building Regs 2018* | | **ESM Form** | **Frequency of test or inspection** | **Who is responsible?** |
|  | **Part 2 - Means of Egress** | | | |
| Paths of travel to exits | | SF-28 | Every 3 months   * to ensure no obstructions or alterations | Site OHS Rep |
| Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected) | | Every 3 months   * to ensure no obstructions or alterations |
| Exits (including ramps, stair treads, handrail) | | Every 3 months  to ensure no obstructions or alterations |
| Doors in a required exit – closing, opening & latching | | Every 3 months   * to ensure doors are intact, operational and fitted with conforming hardware |
|  | **Part 3 - Signs** | | | |
| Exit & directional signage | | SF- 77 | Every 6 months | External contractor |
|  | **Part 5 - Fire Fighting Services & Equipment** | | | |
| Portable fire extinguishers & fire blanket | | SF-25 | Every 6 months - maintenance tag & label | External contractor |
| Fire hose reels & fire hydrant systems | |
|  | **Part 7 - Automatic Fire Detection & Alarms** | | | |
| Smoke alarm systems | | SF-75 | Monthly - test smoke alarm battery (internal)  Annual   * clean / vacuum * replace 9-volt smoke alarm batteries   Every 10 years   * replace all smoke alarm units | Internal *(monthly battery test only)*  External contractor |

*NB: Remember to inspect the New Bus Shed at 50 Lalor St As per AS 1851-2012*