**Fire Safety** **Information Request Form (FIRF)**

*All sections to be completed in Microsoft Word. Guidance Notes are provided overleaf.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Request:** Completed by Originator and emailed to: UniversityFireSafety@admin.cam.ac.uk | | | | | | | | | | | | | |
| Date |  | | Name | | |  | | | Dept/Company | |  | | |
| Telephone |  | | Mobile | | |  | | | Email | |  | | |
|  | | | | | | | | | | | | | |
| Building Name |  | | | | | | | | Micad Building Code | | |  | |
| Rooms/ Areas & Micad Room Code(s) | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Reason for Query  *(indicate with yes or no)* | | Information from Risk Assessment | | | Project Activity – Construction or Refurbishment | | Fire Safety System Affected | | | Fire Compartment Line Affected | | | Fire Escape Route Affected |
|  | | |  | |  | | |  | | |  |
| Project/ Maintenance Activity Description  &/or  Additional Information | | *Please provide detail below:* | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Access  Arrangements | |  | | | | | | | | | | | |
| Anticipated  Response Time  *(indicate with yes or no)* | | Priority (within 1 week**†**)  (eg urgent works) | | | | | | Standard (1 – 3 weeks**†**)  (eg planned/ proposed activity) | | | | | |
|  | | | | | |  | | | | | |
| **Urgent requests should be made to the Fire Safety Team by email UniversityFireSafety@admin.cam.ac.uk**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **2. Response:** Completed by Fire Safety Team and returned to Originator | | | | | | | *Please read information provided (including embedded documentation) in its entirety*. | | | | | | | Works Identified |  | | | | | | Reference Reports | | | Date | | |  | | |  | | | **Guidance/ Actions Required** |  | | | | | | Observations/ Precautions |  | | | | | | FIRF Returned To | |  | Date | |  | | Return By (ED Fire Safety Team) | |  | Date | |  | | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **3. Updates:** Completed by ED Fire Safety Team | |
| Asset | *(indicate with yes or no)* |
| Floor Plans | *(indicate with yes or no)* |
| Fire Risk Assessment | *(indicate with yes or no)* |
|  | |
| **4. FIRF Reference:** Assigned by ED Fire Safety Team | |
| FIRF Ref |  |

**Guidance Notes**

**1. Request** – completed by the Originator

The originator is requested to fill out the Request section of the form in full.

Details for University building name, including the Micad building code, Micad room codes and reason for investigation must be completed so that the location can be accurately identified by the Fire Safety Team.

Reasons for the investigation and access arrangements (ie times, site contact details/ tel. numbers, keys etc) must be provided.

The request may necessitate a site visit by the Fire Safety Team. For building related works, this visit will need to take place prior to, and separately from, the actual work start date. This site visit may also require attendance of a person able to provide further detail and clarification of the intended scope of work.

An appropriate anticipated response time should be entered so that FIRFs can be suitably prioritised.

**Please note: ‘ASAP’ is not an appropriate anticipated response time.**

† Due to variations in Fire Safety Team workload, listed response times provided on the FIRF must be considered as an approximation.

**2. Response -** completed by the Fire Safety Team only

It is essential that FIRF Response information and the documents provided are read in full.

*Guidance/ Actions Required* are associated to the originator’s reason for the query and will state any further action that is envisaged to be required or where further investigation / risk assessment is necessary.

*Observations/ Precautions* will provide further comments including limitations of the currently held data, survey constraints, aide-mémoire, confirmation of UoC Policy, best practice or statutory requirements. Observations/ Precautions together with proposed activities will dictate the Guidance and Actions Required.

The Fire Safety Team will issue a formal response to the originator, and include other recipients where applicable or instructed.

**3. Asset Update -** completed by Fire Safety Team only.

The relevant data will be updated by the Fire Safety Team, as appropriate.

**4. Written FRA Updates –** will be completed by the Fire Safety Team.

**5. FIRF Reference -** completed by Fire Safety Team only

ED Fire Safety Team will assign a unique reference number to the Form. A copy will be retained by Estates Division for information and record purposes.