



FIRE SAFETY SERVICES QUOTE REQUEST FORM

Fire Services Report Package

Includes: Fire Safety Report, Fire and Evacuation Plan, Online Evacuation Co-ordinator Training.

Evacuation Coordinator

- SIE to act as Evacuation Coordinator and conduct Evacuation Practice
- SIE to conduct Evacuation Practice only
- Body Corporate to conduct Evacuation Practice

Reviews and Updated Reports:

Annual review

The Fire and Evacuation Plan must be reviewed at least every 12 months, and Evacuation Co-ordinators, Workers and Occupants must receive training every 12 months.

The Fire Safety Report should be reviewed every year before submitting the Occupiers Statement to the QFRS.

Material change in building

The Fire and Evacuation Plan must be reviewed if there is a material change in the building. The Fire Safety Report and training for all people should also be updated.

Compliance Document Box

You can now store all your compliance documents including your fire documents that are now required to be kept onsite in compliance with the latest QFRS regulations.

Change in responsible person

The Fire and Evacuation Plan must be updated if there is a change in responsible person, and the new person must be trained immediately.

CORRESPONDENCE TO:

Full Name: _____

Company: _____ Position: _____

Telephone: _____ E-mail: _____

Billing Address: _____ Suburb: _____ Postcode: _____

PROPERTY INFORMATION – Please fill in all of the information below, unless it has previously been provided to us

Building Name: _____ Community Title Scheme Number: _____

Street Address: _____

Suburb: _____ Number of Lots (total): _____

Postcode: _____ Number of Short-term Letting Lots requiring A4 evacuation signs: _____

Date of Construction: _____ Number of Commercial lots requiring inspection: _____

Number of buildings on plan: _____ Number of Storeys (Above Ground): _____

Building Format Plan / Building Units Plan (BFP/BUP) Standard Format Plan / Group Titles Plan (SFP/GTP)

Building Management Statement/Volumetric Plan Non - Strata

Typically, only common property buildings on an SFP will require Fire services.

Body Corporate Representative: _____ Telephone: _____

Onsite Manager (If applicable): _____ Telephone: _____

Is an onsite meeting required? Meet with: No meeting is required Onsite Representative Building Manager

Has an onsite Evacuation Co-ordinator been appointed for this building? Yes No If so, please provide the following details:

Name: _____ Unit Number: _____

Phone Number: _____ Email Address: _____

Date Appointed _____

INFORMATION REQUIRED WITH ORDER:

The Registered Plans are attached OR Please purchase the Registered Plans for \$22.

Does the Community Management Statement contain any details relating to Fire Safety Installations? If so, please provide CMS or details:

Please note: When ordering a Total Fire Safety Audit you will need a Building Certificate of Classification. If you do not have a current Building Certificate of Classification completed on your building you must have one completed by a Government Building Certifier by the 23 April 2009.

Please fax order form back to 1300 136 037 or email orders@solutionsie.com.au

Should you have any queries, please do not hesitate to call us on 1300 136 036

All services provided by Solutions in Engineering are supplied on the basis of 'Supply Terms and Conditions' which are available from our Office and from our website www.solutionsie.com.au

QUALITY REPORTS, ON TIME, EVERY TIME.

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