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# SYSTEM RESTART OF WHS SMOKE ALARM (TEC-W002)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This work instruction outlines the procedure for restarting the fire alarm system after a power outage at Wenatchee High School.

**The online version of this work instruction is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Electronics Technician, Wenatchee High School custodians

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

## 4.0 DEFINITIONS:

- 4.1 None

## 5.0 PROCEDURE:

- 5.1 Prior to proceeding, call Moon Security (1-800-722-1070) and ask the dispatch desk to “put the WHS fire alarm system into test mode for 30 minutes” so that the dispatchers do not send fire trucks if a fire alarm is accidentally set off.
- 5.2 Remove the front cover from the fire alarm panel to access the back-up battery coupler by squeezing the two black plastic snap holders at the top of the panel and pulling towards you.
- 5.3 Unplug the back-up battery, which is the little yellow fuse plug laying at the bottom of the panel.
- 5.4 Turn the circuit breaker off; the breaker is located behind you on opposite wall and labeled “Fire Alarm Breaker.”
- 5.5 Wait 30 seconds and turn the breaker back on.
- 5.6 At the panel, reattach the yellow fuse block for back-up power.
- 5.7 The panel will complete a self-diagnostic test and will display indications of problems; this may take a couple of minutes.
- 5.8 Acknowledge all trouble signals by pressing appropriate keys under the trouble LED indicators.
- 5.9 The LCD readout should display “System Normal,” and the green power indicator should be illuminated.
- 5.10 If this does not clear the system, there are other problems present. Call the Electronics Technician at (509) 664-3865, x230.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

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### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Oct-06	A	Original Release
25-Sept-07	B	3.1 Authority change

**\*\* End of Work Instruction \*\***