



How to test your smoke alarm



It is vital for you and your housemates safety to test your smoke alarms either weekly or monthly.

It also a term of your tenancy agreement, the test will take 10-20 seconds.

Cloud Lettings will check the system is working before you move in and during any property inspection.

The link below is a 30 second guide on how to test your alarms:

https://www.safelincs.co.uk/video_player.php?vid=31

TO TEST THE ALARM

- Check that the green power light is lit on the smoke alarm
- Press and hold the test button for up to 10 seconds to ensure the alarm sounds and triggers any interconnected alarms.

You must record faults or false alarms immediately.

If the alarm only sounds in one room or does not sound at all please report this to the office immediately by calling **01522 802020** or via the maintenance portal:

<https://cloudlettings.propertyfile.co.uk/login>

The smoke alarm is wired into the main electrics with a battery back up which will come into use in the instance the electricity has been cut. From time to time the battery will need changing. Please refer to page 15 on how to change a battery or report the issue via the maintenance portal:

<https://cloudlettings.propertyfile.co.uk/login>



Please note!

You should fill this out when you test the alarm every month. And they may be asked to produce a copy at any time. If you have an alarm panel on the wall this guide will not apply to you and you will be provided with separate instructions which will be left at the property next to the alarm panel. Testing for these properties will be due weekly.

Test date	Tested and working ok (YES OR NO)	If NO please report to Cloud Lettings https://cloudlettings.propertyfile.co.uk/login Insert date reported



How to change a smoke alarm battery

If the smoke alarm is beeping it is because the battery is running low.

You simply need to change the battery. All smoke alarms require a 9V battery. These types of batteries can be purchased from all supermarkets, household stores, Poundland or online. Example below.



VIDEO LINKS

You may find it easier to follow the video link below for a guide on how to change the battery. Alternatively, a written guide is provided underneath the link.

<https://www.youtube.com/watch?v=gKPSLjOGDLc>

WRITTEN EXPLANATION

1. Safely remove the smoke alarm from the ceiling mount:
 - a) Insert a screwdriver into the slot
 - b) Push a small flexible panel on the side and twist
 - c) Simply push and twist
2. Remove the old battery from the detector
3. Insert the new battery
4. Safely replace the smoke alarm to the ceiling mount. Generally push and twist until you hear a click and the smoke alarm is secure.



Please note!

If you feel you are unable to change a smoke alarm battery safely, please contact a member of staff. As per the terms of your tenancy agreement you are responsible for the cost of replacement batteries. We are more than happy to send a member of staff to show you how to change a battery. Please purchase the replacement battery in advance of the visit ready for us to help you.