

Sprinkler Systems - Meeting Pods

Version: 1.1

Date: 29th October 2024

The intention of this Loss Prevention Standard is to ensure that the introduction of meeting pods to a building does not compromise the effectiveness of the installed sprinkler system(s).



Sprinkler Systems - Meeting Pods



Introduction

Meeting pods are self-contained spaces that give individuals or groups of people a private area to work, make phone calls or hold meetings. These pods can contribute to the fire load due to their construction and interior finish; the inclusion of electrical power supplies and equipment also presents an ignition source. As these are enclosed, there is a potential for a fire within them that will be shielded from the sprinkler protection located above.

Meeting pods are to be considered as a separate room and the sprinkler layout and design is to be considered when positioning and installing them.

The intention of this Loss Prevention Standard is to ensure that the introduction of meeting pods to a building does not compromise the effectiveness of the sprinkler system.



Design Considerations

Meeting pods are not specifically covered within The LPC Sprinkler Rules, however they should be treated as another room within the building and therefore sprinkler protection should be installed within them.

Sprinkler protection should be installed within all meeting booths that meet the following criteria:

- Meeting pods with an individual floor area of 1m² or more.
- Multiple meeting pods that have a combined floor area of 1m² or more, where pods and/or booths are located adjacent to each other.
- Meeting pods that have individual floor areas of less than 1m² and located within 2.4m of similar meeting pods and telephone booths.

Sprinkler protection may be omitted from meeting pods that are constructed with louvred type roofs if the following measures are implemented:

- The louvres in the open position should provide at least 70% open space.
- Sprinkler protection above the meeting pods should be designed to 9m² with a minimum of 800mm clearance below the deflector.
- The louvres should revert to a failsafe open position in the case of loss of power or activation of the fire alarm.
- The meeting pod should be provided with an internal smoke detector.

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Checklist

A generic Meeting Pods Checklist is presented in Appendix 1 which can be tailored to your own organisation.

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Additional Information

Relevant Loss Prevention Standards include:

- Sprinkler Systems – How They Operate
- Sprinkler Systems – Review of Hazard
- Sprinkler Systems – Flexible Connections
- Sprinkler Systems – Window Sprinklers
- Sprinkler Systems – Winter Precautions

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Appendix 1 – Sprinkler Systems - Meeting Pods Checklist



Location	
Date	
Completed by (name and signature)	

	Meeting Pod Design & Size	Y/N	Comments
1.	Does the premises have meeting pods installed?		
2.	Do the pods have an individual floor area of 1m ² or more?		
3.	Are there multiple adjacent meeting pods that have a combined floor area of 1m ² or more?		
4.	Are any pods with an individual floor areas of less than 1m ² located within 2.4m of similar meeting pods and telephone booths?		
<p><i>Note 1: Sprinkler protection is required within the meeting pods <u>if any</u> of the above questions are YES, unless you can also answer YES to <u>all</u> the questions in the section below.</i></p>			

	Meeting Pods With Louvred Roofs	Y/N	Comments
5.	Do the meeting pods have louvred roofs?		
6.	Do the louvres in the open position provide an open area of at least 70%?		
7.	Do the louvres automatically open in the event of a fire alarm activation?		
8.	In the event of a power failure or fire alarm fault do the louvers fail to the open position?		
9.	Do the pods have an internal smoke detector connected to the main fire alarm?		
10.	Is the sprinkler protection above the meeting pods designed to 9m ² spacing with a minimum of 800mm clearance from the deflector to the top of the meeting pod?		

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11.	Additional comments:
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