



# Top Tips - Cut out & keep guide: Mistaka-to-Maka (not)



This will cost you money if you make these mistakes (or Mistaka's)

There are a number of mistakes that are made by organisations every year that have a lot more costly side effects than most people realise. To help you avoid making these mistakes, we have listed the top 12 mistakes organisations make every year below.

If you would like to know more about how to fix these mistakes, read our blog.  
[www.w-fp.co.uk/mistaka-to-maka](http://www.w-fp.co.uk/mistaka-to-maka)



## 12 Mistakas to Makas (not)



1. Ignore faults
2. Avoid or put off call-outs
3. Don't keep spares on site
4. Don't keep their alarms up to date with building changes
5. Forget to test their fire alarms every week
6. Don't keep proper records and updated drawings
7. Lose track of monitoring costs
8. Fail to carry out remedial works
9. Overlook the importance of acting upon Risk Assessments
10. Forget to review the Risk Assessments (things change...)
11. Don't listen to or act on advice given by maintenance provider
12. Make assumptions about who is managing their system



If you would like to know more about any of the 'Mistakas to Makas' and how to fix them, read our blog on this at [www.w-fp.co.uk/mistaka-to-maka](http://www.w-fp.co.uk/mistaka-to-maka)



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