



FIRE ALARMS – MAINTENANCE SCHEDULE

An inspection and test procedure will be undertaken at each scheduled maintenance visit consisting of checks to the following:

- 】 Check system visually for obstructions. Mechanical damage/defects, shortcomings in protection (especially due to building alterations and changes of room usage within the premises).
- 】 Check fire alarm panel(s) and power supply units for correct mains/charge/ battery voltages, integrity of all fuses. Correct operation of all controls (switches push buttons etc.)
- 】 Simulate faults (mains/charge failure, battery failure, zone faults, alarm sounder circuit faults, earth fault, etc. and check system for correct operation.
- 】 Test 50% of all manual call points (in rotation) and check system for correct operation.
- 】 Test 25% of all automatic fire detectors (heat, smoke, beam, flame, air sample) in rotation and check system for correct operation.
- 】 Test all fire alarm sounders (bells, sirens, electronic sounders) and ancillary equipment (xenon beacons, door holders, door releases, shut-down relays, repeat panels, etc.) For correct operation under "fire" conditions.
- 】 Check that there are at least one of each of the following keys on site: test, panel, etc.
- 】 Complete a report document which details results of the tests, together with details of any corrective action undertaken I to be undertaken and I or recommended.
- 】 Report findings to the responsible person on site. Make the appropriate entry in the fire alarm log book.