



MKV ENGINEERING AND TRADING SERVICES PTE LTD

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M & E INSPECTION FORM (SPECIALIST) - ALL TYPES OF FIRE ALARM SYSTEMS(INCLUDING DECAMS)

ANNEX D7_5

SITE: New Town Primary School 300, Tanglin Halt Rd, Singapore 148812

Month: July 2019

S/N	ITEM	DONE? (Y or N or NA)	Date Done	Remarks
1	SERVICING, INSPECTION AND TESTING OF ALL TYPES OF FIRE ALARM SYSTEMS (ALL TYPES INCLUDING DECAM SYSTEMS)			
1	Check all repeater panels shall be checked for proper operation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
2	Check condition of battery cabinet for corrosion and to ensure that batteries are stored in a secure condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
3	Check condition of storage batteries including terminals, and maintain in a serviceable condition. To label on battery the date of replacement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
4	Check operation of alarm bells	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
5	Check operation of external alarm bell and equipment shutdown in sequence.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
6	Check power supply failure facility by, disconnecting the battery; and switching off main supply.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
7	Check that all switches are returned to their normal position.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
8	Check that the fire indicator board is in clean and operative condition and ensure that the enclosure is maintaining a satisfactory dust seal.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
9	Check the battery voltage by operating the battery test switch and record voltage from the output of the charger under load conditions in the logbook.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
10	Check to ensure all twin indicating lights are operating correctly and replace if faulty.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
11	Note in the logbook any circuits, which are subject to repair, alteration or extension.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
12	Notify School and Security Station of intention to shut down/testing the Fire Alarm System. Ensure School has made the proper announcement before proceeding to service, rectification works, or test the Fire Alarm System	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
13	Provide a sticker for one third of the total number of call points to indicate the date the detector/manual call point tested. This sticker shall be prominently displayed for easy checking.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
14	Record details of routine test and fault response visits if any.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
15	Replace all faulty/missing parts e.g. LED/ panel indicating lamps, AC/DC fuses, engraved labels, selector switches, toggle switches, push buttons, plastic cable straps, rubber brushes, rubber mat, etc. during the course of routine servicing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
16	Simulate a fault condition and verify fault annunciation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
17	Simulate a fault return to normal and status change	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	

S/N	ITEM	DONE? (Y or N or NA)	Date Done	Remarks
18	Simulate fire conditions by operating test switches on all groups and resetting the installation to normal after completion of test.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
19	Test the DISABLE or ISOLATE function and verify response	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
20	Test a command function and check the response	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
21	Test the Bypass function and verify response	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
22	Top up the battery water to the high level when the electrolyte level is at the low level. If applicable.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
23	Verify alarm return to normal and status change	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
24	Verify lamp tests on CPU and SCC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	
25	Visually inspect the condition of components, including resistors, capacitors and cable. To check and ensure fire alarm zones are correctly reflected on the Fire alarm panel.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	04/09/2019	

Checked By

Verified By

Endorsed By





(sdfsdfs)

THE CONTRACTOR

Date: 04/09/2019

(fdgdfgf)

MANAGEMENT AGENT

Date: 04/09/2019

(sfgdfd)

USER

Date: 04/09/2019