



Fire alarm Maintenance

Below is a list of procedures that must be followed in this order when carrying out a routine maintenance of a fire alarm system.

- When arriving on site log on to app and log on to job.
- Introduce yourself to whoever your point of contact is on site and inform them of the works that need to be carried out.
- Check log book to see what devices have been tested on last inspection you should also find this in your app in the service menu.
- If keys are needed to access certain areas this is the time to ask your point of contact can they organise access while you are getting set up to test.
- If carrying out a sounder test ensure your point of contact has made all persons on site aware, this needs to be done to stop people evacuating a building. Only carry out a sounder test when point of contact has confirmed all persons have been notified.
- Before working on fire alarm ensure monitoring has been put on test.

When all above is done, you can carry out your routine maintenance

While carrying out inspection ensure nothing is loose damaged or blocked and also check to see if building has been changed structurally as this may effect the level of cover for fire cert and also leave areas with no cover or protection.

- Test all manual call points
- Test all detectors that need to be tested on this visit (ensuring that 100% devices are checked within 12 months)
- Test monitoring to ensure they are getting alarm signals
- If testing sounders do this now
- Check batteries in panel
- Check power supply and all connections are good and secure
- Fill in log book
- Fill in fire register if the premises has one
- Fill in app and fire certificate when complete
- On works docket if there is any faults or repairs that need to be carried out, do this here and ensure your point of contact has signed signature on app
- If call back is required create new job on app