TO:

FROM: MAXCOM SECURITIES INC.

SUBJECT: FIRE ALARM- INSTRUCTIONS FOR REPAIRS / SERVICE WORK

DATE:

FIRE ALARM TESTING INSTRUCTIONS-

YOU MUST CALL AND PLACE THE FIRE SYSTEM ON TEST WHEN SERVICING OR COMPLETING REPAIRS.

PLACING SYSTEM ON TEST-   The fire system must be placed on test prior to completing repairs or service to fire or sprinkler system.   You will need to call, (512) 225-9605. Your pass code and name of property will be required to place complete system, single building or individual zone on test. The operator will require reason system is being placed on test and for how long. You would also need to call to take system off of test once repairs or service is completed.

 ALARM PERMITS-   Some Counties require annual alarm permits for the fire and sprinkler system. You must contact your local fire department to verify if an alarm permit is required in your area. All fees for alarm permit applications are the responsibility of the property.

TESTING TIME-	**TEST TIME ALLOWED**
Whole Fire / Sprinkler System -	8 Hours
1- Zone -	24 Hours
Multiple zones -	8 Hours

FINES OR FEES NOTICE-   The local Fire department can fine for excessive for false alarms.   You would need to check with your local Fire Department to find out the fines or fees in your area. **IT IS IMPORTANT THAT ALL FALSE ALARMS BE CALLED IN AND FIRE DEPARTMENT DISPATCH CANCELLED**. To cancel dispatch you would call 512-255-9605. Pass Code and Property Name and location will be required to cancel dispatch.

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MaXcom Securities Inc. is not responsible for fines or fees incurred for false alarms

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NOTE: It is important that you notify our office of all staff changes so that we can update the property contact list.

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