

4 Service and Maintenance

4.1 Maintenance Schedule

This equipment should be maintained in accordance with the regulations and codes appropriate to the country and location of installation. The following is recommended if no other regulations apply.

4.1.1 Daily Actions

The site operator / user should perform the following checks and actions:

- a) The panel indicates normal operation. If any faults exist, these should be recorded in a logbook.
- b) Any recorded faults have received attention and have been signed off.

4.1.2 Monthly Actions

The site operator / user should perform the following checks and actions:

- a) Any stand-by generators should be started and fuel levels checked.
- b) Operate at least one call point or detector (from different zones each month) and check that the panel enters a fire alarm condition and that the appropriate / programmed alarm or warning devices are sounded / operated. Where permissible, this should include any links to the fire brigade or remote centre.
- c) Check that all outstanding faults have been recorded and have received attention.

4.1.3 Quarterly Actions

The service / maintenance contractor should perform the following checks and actions:

- a) Check that all entries in the logbook have been addressed, check the event log in the panel and take the necessary remedial actions.
- b) Visually inspect the panel for any moisture ingress or other deterioration, check all battery connections and test / check the alarm, fault and other functions of the panel operation.
- c) Ascertain if any building or structural alterations have been carried out that would affect the placement / location of call points or detectors. If so, perform a visual inspection.
- d) Record in the logbook any defects or remedial actions that must be undertaken and arrange for these to be carried out as soon as possible.

4.1.4 Annual Actions

The service / maintenance contractor should perform the following checks and actions:

- a) Perform the checks as recommended above in the daily, monthly and quarterly schedules.
- b) Perform a complete "Walk Test" of the system to check that each call point and detector is operating to its manufacturers' specification.
- c) Visually inspect all cable fittings. Check that the equipment is undamaged and that the conditions of installation have not changed such that they fall outside of the equipment specifications.
- d) Inspect and test all batteries and replace as required – refer to Section 4.2 for recommended replacement schedule.
- e) Record in the logbook any defects or remedial actions that must be undertaken and arrange for these to be carried out as soon as possible.