

# Fire Alarms Scope of Servicing Document

Fire Detection & Alarms: Standards: I.S. 3218: 2013

'Quarterly & Annual Checks to be done by a company that have the ability to issue certification for the system.....', eg. Hall Alarms Ltd.



## User Responsibilities:

- Appoint Responsible person onsite with responsibility for Fire Alarm System.
- Daily Checks (Check Panel Status, faults entered in log book, previous faults rectified)
- Weekly Checks (Test 1 call point per 13 zones to confirm panel active,....Visual inspection of battery,....check printer ink & paper,....generator.
- Update Log Book
- Establish procedures (Action during and after fire,.....prevention of false alarms,.....monitor contractors,.....adequate notices,.....works isolated / screened,....testing after works completed)
- User Training
- Establish Service and Maintenance agreements (As per the above standard 4 x visits per year i.e. Quarterly service checks are required).
- Update Drawings

### **Quarterly Checks:**

- Review of Log Book
- Test stand-by power supply units
- Battery Tests
- Test and inspect Panel
- Test and clean % of smoke detectors, heat detectors and BGU's in each zone to ensure 100% completed annually
- Test Sounders
- Test alarm receiving centre Link
- Test all ancillary functions / equipment, i.e. Fire rays / beams.
- Inspect structure for changes
- Inspect % of Manual Call Points in each zone (to ensure 100% completed annually) and ensure they are unobstructed.

### **Annual Checks:**

- Primarily Test and Report
- Log Book Inspection
- Panel, Batteries + Every Device (A proportion of devices will have been tested on each quarterly visit such that in any one year 100% of devices are checked)
- Visual Inspection of system, building and wiring.
- On Takeover of any system / panel not installed by Hall Alarms Ltd, we will also carry out location, spacing and height visual inspections on equipment to ensure system meets the regulation to be certified as the system stated. Sounder levels will also be tested to ensure they meet regulations.

The Hall Alarms Engineer will leave a full service docket following the service to each system. Any recommendations will also be noted for the customer.