



## Our Business is Protecting Yours

AlertSystems Ltd, Alert House, One Willowside Park, Canal Road, Trowbridge, Wiltshire BA14 8RH  
t. 01225 775666 f. 01225 768100 e. service@alertsystems.co.uk w. www.alertsystems.co.uk

### Service and Maintenance – Fire Alarm

#### Inspection and servicing

Vented batteries should be tested by somebody competent in battery installation and maintenance on a quarterly basis. This is to ensure that the systems back-up batteries have the capability to run the system for the required period (minimum of 24 hours standby plus 30 minutes in full alarm mode).

#### Periodic inspection

The works will be carried out by a competent person defined in the commentary as a person with specialist knowledge of fire detection and alarm systems, including knowledge of the causes of false alarms, sufficient information on the system, and adequate access to spares.

The time between inspections should be based on risk assessment but should not exceed six months. The time between inspections should be agreed between the parties. If this recommendation is not followed the system should be considered as no longer compliant to BS5839.

#### Actions on service visit

Inspect the fire alarm logbook and ensure any faults have received adequate attention and there have not been excessive false alarms.

Visual inspection of site to see if any changes have affected compliance to BS5839: Part 1: 2002.

The inspection and test procedure will be undertaken at scheduled maintenance visits and will consist of checks to the following:

- ✓ Call points to ensure they are clear and unobstructed
- ✓ All exits have an adjacent manual call point
- ✓ Any new partitions are not within 500mm of a detector
- ✓ Any storage does not encroach within 300mm of a ceiling
- ✓ A clear space of 500mm exists below each detector and its function has not been impeded by other means
- ✓ Any changes in occupancy rendering the form of detection unsuitable or prone to false alarms
- ✓ Any building alterations requiring additional fire equipment
- ✓ Check the record, rate and action taken in regard to false alarms
- ✓ Batteries and their connections should be examined to check that they are in good condition
- ✓ Disconnect the batteries and carry out a battery load test using a battery load tester. Report any failing batteries or batteries older than four years, they will require replacement
- ✓ At least one trigger device on each circuit will be tested for correct system operation of the control equipment and the identity of the device tested recorded in the logbook
- ✓ The operation of fire alarm devices will be checked
- ✓ All control and visual indications will be checked for correct operation
- ✓ The operation of any automatic remote signal will be checked; both fire and fault if they are both monitored





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- ✓ All ancillary functions at the control and indicating equipment will be checked
- ✓ All fault indications and their circuits will be checked, where practicable by simulation of the fault
- ✓ All printers will be checked and the related consumables checked to ensure they are sufficient in quantity and condition to last to the next service visit
- ✓ Radio systems will be checked as advised by the manufacturers
- ✓ Any further checks as recommended by the manufacturers of the equipment will be carried out

On completion, outstanding defects will be reported to the Customer, the systems logbook completed and a service certificate issued.

### Annual tests

Annual tests will be carried out in addition to the periodic tests. They could, however, be carried out during the course of the other maintenance visits.

- ✓ The switch mechanism of each call point will be tested
- ✓ All detectors will be examined and functionally tested. The test must prove that; they are connected to the system, they are operational and are capable of responding to the phenomena they are designed to detect
- ✓ Every heat detector will be tested unless the test would necessitate replacement/repair of the detector
- ✓ Point smoke detectors will be tested by a method that confirms that smoke can enter the chamber and produce a fire alarm signal. The testing method should not damage or affect the subsequent performance of the detector
- ✓ Beam detectors may be tested by an optical filter or smoke. Their lenses will be cleaned
- ✓ All other detector types will be functionally tested
- ✓ The analogue levels of each detector will be checked and appropriate action taken
- ✓ Radio signal strengths will be checked for adequacy
- ✓ Cable fixings will be checked
- ✓ The cause and effect programme should be confirmed as correct
- ✓ Standby power supplies will be checked
- ✓ Any other checks recommended by the manufacturer will be carried out

On completion, outstanding defects will be reported to the Customer, the systems logbook will be completed and a service certificate issued.

