

Caledonia Fire and Security Limited
 5 Wheatfield Road
 Dunnikier Business Park
 Kirkcaldy
 KY1 3BH

Maintenance Report

Tel: 01592 655591
 e-mail: helpdesk@caledoniafs.com



Site Name Charlestown Village Hall **Site ID** CHARL003
Address Queens Hall, Hall Row
 Charlestown
 DUNFERMLINE
 KY11 3EG
 Charlestown Village Hall
 Per/ Carol Hughes
 5 Orchard Square
 KY11 3JF

Customer Reference 19-043-05

System Type Fire Alarm **Contact** Carol Hughes

Call No. 453269 **Type** Preventative Maintenance

Description Preventative Maintenance : Fire Alarm
 Notes : Carol Hughes 01383 872605
 Tuesday PM or Friday AM

Started 20/06/25 @ 11:03:00 **Finished** 20/06/25 @ 11:30:00 **Travel Time** 00:11:00

Remarks Carried out routine fire alarm maintenance on a Ctec 2 zone conventional system.
 tested zone 2

| <u>Check Item</u> | <u>Checked ?</u> | <u>Remarks</u> |
|--|------------------|--|
| Confirm there is no change to the structure of the building or use / processes including storage within 300 mm of ceiling. | Yes | no change |
| Confirm the fire category of the Fire Alarm system | Yes | unknown |
| Does the system have an SP203 Certificate of Compliance - if so record details | Yes | no |
| Check the Log Book to determine if the number of false activations exceeds 1 per 25 detectors | Yes | no |
| Confirm the correct operation of a call point or detector on each loop or zone | Yes | yes |
| Confirm all callpoints are unobstructed and operate correctly | Yes | yes |
| Functionally test % of detectors against schedule confirming the correct positioning of each. Record zones tested and number of devices on each. | Yes | 50% |
| Confirm all sounders operate correctly. (note annually as a minimum) | Yes | yes |
| Confirm standby battery is functional. Record quiescent and alarm battery loads. Record Battery Ah required. | Yes | 2x 12v 2.1ah batteries installed 11/22 |
| Confirm correct receipt of alarm and fault signals at ARC | Yes | no |
| Confirm the correct operation of all Panel functions including indicators and printer where applicable | Yes | yes |
| Confirm cables are securely clipped with fire resisting clips | Yes | yes |
| Confirm zone diagram is in place and up to date | Yes | yes |
| Confirm system is free of all faults and is restored to full operation | Yes | yes |
| Complete Log Book including false alarm data and inform responsible person of results | Yes | no |
| Record next maintenance due date | Yes | 6 months |
| Record any areas which could not be completed correctly | Yes | none |
| Confirm site is left tidy and all surplus materials removed | Yes | yes |
| Confirm system has been serviced in accordance with BS5839 | Yes | yes |

The system has been serviced in line with the requirements of BS5839 Part 1 or 6 (as applicable)

Engineer Michael Johnstone

Customer Signature

Name

Carol