

Fire Alarm Control Panel

*System Maintenance
and
Log Book*

Fire Alarm System Maintenance

A fire alarm system must provide early and reliable warning of the outbreak of fire. To achieve this, the system remains on watch at all times, ready to activate the alarms in response to a signal from any of the sensors. Routine maintenance must therefore be carried out to ensure the system is always operating correctly.

Detailed site specific test routines cannot be covered in these guidelines. The user should consult the relevant section of BS5839 Part 1: 1988 for further guidance on user responsibilities.

WARNING: *The fire alarm panel contains dangerous voltages. To prevent electric shock, do not remove cover to expose internal wiring. No user-serviceable parts inside - for servicing, contact suitably qualified personnel.*

1.0 Notes

- 1.1** The fire alarm system should be tested weekly and a note made in this system log book.
- 1.2** The operation of break glass units and detectors should be carried out on a rotating basis so that all units and alarms are checked at least once during a three month period.
- 1.3** To operate a break glass unit use the Test Key provided. To operate a detector use a smoke generator.
- 1.4** Check the operation of auxiliary items such as door closers.
- 1.5** Refer to Control Panel User Instructions for correct panel access and user operation.

WARNING: *Before testing, the operator must be aware both of the operation of all devices fitted to any auxiliary circuits and the consequences of their operation.
(Example: a connection to call the fire brigade)*

2.0 Weekly Test Routine

- 2.1** Enable User Controls as applicable (see Control Panel User Instructions).
- 2.2** Operate break glass unit and detector. These should be on separate zones and the zones should be varied each month.
- 2.3** Check that all sounders operate.
- 2.4** Press the “Silence Alarms” switch.
- 2.5** Check that all sounders have silenced.
- 2.6** Remove the test key from all break glass units and clear all detectors of smoke.
- 2.7** Press the “System Reset”.
- 2.8** Press the “Evacuate” switch and check that all sounders operate. Press the “Evacuate” switch again to silence the alarms.
- 2.9** Enter details of the test in the system log book.

- 2.10 Operate the zone isolate facility and check that the ‘‘Zone Fault’’ LED illuminates and the internal panel buzzer sounds.
- 2.11 Operate test lamps switch - check all indicators operate as described in panel manual.

WARNING: *Ensure that the zone isolate facility is re-operated to de-isolate the zones.*

3.0 Maintaining the Log Book

The pages at the rear of this log book should be used to record details of any of the following occurrences:

- 3.1 Genuine or false alarms
- 3.2 System faults
- 3.3 Routine tests or attention
- 3.4 Temporary disconnections or disablements
- 3.5 Component or equipment replacements
- 3.6 Notes of any outstanding work
- 3.7 All servicing (routine or special)

Each entry should consist of the date, time, a description of the type of event (e.g. daily test, false alarm), the zone or zones affected, the action taken or required, a completion date for any work necessary and the initials of the responsible person. When not in use, the log book should be stored in a safe, preferably fireproof place.

4.0 System Details

4.1 Location

Address:

Date of Installation:

Name of Person Responsible for the Log Book:

Location:

Telephone Number:

Maintenance Contractor:

Telephone Number:

4.2 List of Equipment Fitted

Control Panel

Type:

Serial Number:

Number of Zones/ Loops:

Power Supply

Type:

Serial number:

Batteries:

Detectors

Number and type:

Sounders

Number and type:

Ancillary Equipment

4.3 System Alterations

Details of any alterations made to the system should be recorded below. In addition to date and engineer's details, this information should include product descriptions and references and reasons for the alterations.

Date	Engineer's Details	Detail of Alterations Made	Notes

5.0 Fire Alarm System Record of Events

Date	Time	Zone	Event	Actions Taken or Required	Completion Date	Initial

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