



## Systems Log Book

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ULTIMATE PEACE OF MIND

## Servicing Requirements

# Fire Alarm

### For The Responsible Person:

A summary of the responsible persons duties are as follows:

1. All those persons who will have to use the system must be instructed in its use
2. Liaise with other worker on site such as decorators and cleaners, so that any adverse effects on the alarm system can be prevented. If the building is altered in any way, this may effect the operation of the fire alarm system.
3. Endure that the system's efficiency is not effected by the obstruction that prevent the movement of fire products to reach the doctor, or obstructions obscuring or blocking access to manual call points.
4. All drawings and operating instructions must be maintained.
5. This fire log book needs to be kept up to date. this includes recording all details that effect the alarm. The responsible person's name needs to be recorded in this log book.
6. Prevention of false alarms
7. Ensuring reinstatement of the system after any work has been carried out on the alarm system.
8. Ensuring that the alarm system is given routine attention at the stipulated intervals.
8. After any alarm activations, damage or warning the responsible person must ensure that the system is serviced.
9. Keep a suitable stock of spares, eg. Call point glass.

**The responsible person should be encouraged to recognise their limitations and appoint **Infinite Fire & Security Ltd** to assist.**

# Servicing

Systems that are not maintained to the standard are no longer considered compliant.

## Daily

Check that the panel indications are normal. Faults to be recorded in this log book. Previous faults have been attended to. Signalling if not monitored is checked.

## Weekly

- 1 One detector or call point should be operated and ensure that the panel indicates correctly.
- 2 A different call point or detector should be tested every week.
- 3 If the sounders are isolated during the test, they should prove reinstatement.
- 4 Standby generator fuel and coolants to be checked.
- 5 Where a printer is filtered paper and ribbon should be checked to ensure at least two weekly supply remains.

## All defects must be recorded in this log book

## Monthly

If standby generator is used it should be started by a stimulated power failure for the stipulated time. The alarm should be monitored to check for any malfunctions.

The generators battery should be then checked for correct function. Fuel coolant levels should be topped up where necessary.

## Quarterly To Bs5839 Pt1 Or Six Monthly For Bs5839 Pt1

- 1 Check the log book and take necessary action.
- 2 Battery and connections need to be checked to ensure they will last until the next service is due.
- 3 Batteries should be replaced as required or at least every 4 years.
- 4 A detector or call point on each zone should be activated and tested for correct response on the indicator panel.
- 5 Sounders need to be checked.
- 6 Signalling fitted needs to be tested.
- 7 All ancillary functions should be tested if practical.
- 8 All indicators should be checked for moisture ingress.
- 9 Check for any changes in the occupancy or use that could affect the systems meeting the standard.
- 10 Check that all the detectors are unobstructed by a clearance of at least 500mm in all directions and below.
- 11 All call points are unobstructed and conspicuous.
- 12 Any other checks specified by the manufacturer, installer or supplier.
- 13 the panel should be checked for any water ingress.

## Annually

- 1 All the checks are carried out quarterly
- 2 All detectors checked for operation and correct operation
- 3 All cables should be visually inspected to confirm they are secure and not damaged. That the cables are adequately protected.

## All defects must be recorded in this log book

A wiring check should be carried out to the requirements of the IEE Regulations. This covers the mains supply to the control panel and is usually tested when the electrical safety test for the building are carried out. Ensure the panel is isolated before the test is carried out as the use of testing equipment can cause damage to the control panel.

Defects should be recorded in the fire log book and corrective action taken.

## Special Servicing

To be carried out as and when circumstances require it.

## After A Fire

As soon as possible after a fire the following need to be carried out before resuming normal working in the affected area.

- 1 Ionisation detectors that need replacing must be treated as radioactive materials and treated according to manufactures recommendations and this of the environmental authorities.
- 2 All possible detectors that could have been affected must be tested. In case of smoke detectors, aerosol smoke should be used, heat detectors with hot air or gas. Non-reusable heat detectors need only visual inspection.
- 3 All sounders should be tested.
- 4 All components within the area that could be affected must be checked such as power supplies, control equipment and connections.
- 5 All defects must be recorded in the fire log book and corrective action taken.
- 6 The Infinite Fire & Security Ltd need to be informed and carry out a check on the whole system.
- 7 The battery charger and batteries to be checked.
- 8 Infinite Fire & Security Ltd to check any damage that may be hidden such as cables within walls etc.
- 9 If the system did not detect the fire the reason needs to be investigated and consideration given to modifications.

A test certificate should be made out after completion and given to the responsible person. If changes have been made to the system, all records should be updated.

## After A False Alarm

All alarm activations should be treated as an actual fire until it is proven otherwise. When a false alarm is found to be the case the response person shall carry out the following actions immediately;

- 1 If it is possible, identify the detector or call point before resetting the system.
- 2 Where possible try to establish the reason for the false alarm.
- 3 Make notes of any activities in the area of operation if the cause is not found.
- 4 Record details in fire log book and inform Infinite Fire & Security Ltd.

Where it is found that a single or group of detectors gives repeated false alarms, Infinite Fire & Security Ltd should be asked to investigate.

False alarm records need to be maintained and Infinite Fire & Security Ltd should investigate the causes.

## Action Following A Fault

However a fault is discovered the following actions need to be taken;

- 1 Determine the area of the fault and if special action is required, such as fire patrols.
- 2 If possible determine the reason for the fault.
- 3 If the reason cannot be determined then a note of activities in the area prior to the activation needs to be made.
- 4 Record details in the fire log book.
- 5 Notify Infinite Fire & Security Ltd to arrange repairs.

# Emergency Lighting

## Regular Servicing Is Essential

The responsible person must appoint a competent person to supervise the system. That responsible person needs to be given authority to carry out any necessary work. Battery replacements must be compatible eg. High temperature Nical Cadmium. Any replacement charger must be compatible with the batteries. Generators - follow the manufacturers instructions. Routine inspections and tests should be carried out at a time when the risk is a minimum.

## Servicing Intervals

### Daily

Any fault in the log book has been attended to, maintained lights are still lit, if a generator is used that it is operating properly. Any fault found is recorded in this log book.

### Monthly

Tests should be carried out as follows;

- 1 A simulated power failure should be carried out and all lights checked for operation.
- 2 The test should not exceed 5 minutes.
- 3 When the power is restored, check all the charging lights are working.
- 4 Each central battery system had a simulated failure and tested as above.
- 5 If all lights are not checked after a recharging period the remainder need to be checked.
- 6 All generators start up on power failure and then are run for 1 hour.
- 7 All fuel tanks, battery cells and coolants are checked.

### Annually

As well as the monthly service;

- 1 All 3 hour lights must be powered down for 3 hours.
- 2 Inspect all lights for correct operation.
- 3 Reinstate power and then check all charging units.

Central battery systems are checked the same way for the same durations. Generator systems should be checked as per the monthly service.

Batteries need changing when they are 4 years old or sooner if they fail the tests.

# Fire Extinguishers

## Weekly

Check that the fire extinguishers are correctly positioned and that they have not been discharged or tampered with. Those fitted with pressure gauges should be visually inspected for any pressure loss.

## Yearly

A competent service engineer should service all the extinguishers to the standards at the relevant time. Discharge testing is to be carried out at the stipulated intervals.

# Hose Reels

Carry out regular inspections for any leaks and correct operation. At least once a year, a competent person should test the reels by running them out, checking the hose and couplings for signs of wear and tear, and carry out a flow test to the amounts specified in the current standards.

# Sprinklers

## Weekly

All water and air pressure gauge readings should be checked. Water motor alarm test should be sounded for at least 30 seconds. Pumps should be checked for fuel and oil levels. Battery electrolyte levels and density should be tested. For domestic sprinklers the above is not required.

## Servicing

The system should be serviced by Infinite Fire & Security Ltd to the current standards, this would include where fitted, pipe work, pumps, batteries, alarms and pressures. This is twice a year for commercial and once for domestic or residential where pumps are not fitted.

## Fire Drills

Any signalling devices should be isolated and a simulated fire condition used to train all staff. The frequencies will be laid down by relevant authorities.

## Disability Discrimination Act

The following need to be considered;

- 1 Fire alarm audibility for the hard of hearing. Fitting strobes or paging system may solve this problem. Hotels may consider radio operating systems with vibrating pillows.
- 2 Braille Signs.
- 3 Ramps.

## Risk Assessments

The frequency of service may increase if a risk assessment shows need. The Regulatory Reform Order requires Risk Assessments to be carried out for all business premises, and where 5 or more staff work, this must be in writing. A risk assessment is an ongoing requirement, and may be subject to inspection by the having jurisdiction.

<b>This logbook is for keeping records at:</b>	<b>Maintenance company:</b> INFINITE FIRE & SECURITY LTD
_____	Infinite House
_____	6 Farrow Close
_____	Dodworth
_____	Barnsley
_____	S75 3TE

<b>Responsible Person/s</b>						
Panel Manufacturer	<b>System fitted to standard:</b>					
System Type	BS3116 / BS5839 Pt1 / BS5839 Pt1 / BS5839 Pt6					
Batteries			<b>Certificates issued for a BS5839 Pt1 2002 System</b>			
Qty	Volts	Amps	Last Changed	By	Date	Cert No:
				Design		
				Installation		
				Commissioning		
				Acceptance		
				Verification		
				Modification		

**Variations against the current BS5839 part 1 as agreed by all parties**


Signature \_\_\_\_\_

Date \_\_\_\_\_







### FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Sign

# FIRE ALARM WEEKLY TEST

Date	Checked By	Faults Found	Action Taken	Sign

**PORTABLE FIRE EXTIGUISHERS**

NTD = Next Test Due

<p><b>This logbook is for keeping records at:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Maintenance company:</b></p> <hr/> INFINITE FIRE & SECURITY LTD <hr/> Infinite House <hr/> 6 Farrow Close <hr/> Dodworth <hr/> Barnsley <hr/> S75 3TE
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<b>Responsible Person/s:</b>								
No.	Location	NTD	No.	Location	NTD	No.	Location	NTD
1			26			51		
2			27			52		
3			28			53		
4			29			54		
5			30			55		
6			31			56		
7			32			57		
8			33			58		
9			34			59		
10			35			60		
11			36			61		
12			37			62		
13			38			63		
14			39			64		
15			40			65		
16			41			66		
17			42			67		
18			43			68		
19			44			69		
20			45			70		
21			46			71		
22			47			72		
23			48			73		
24			49			74		
25			50			75		



## PORTABLE FIRE EXTINGUISHER SERVICE

Date	Checked By	Faults Found	Action Taken	Sign



**EMERGENCY LIGHTING**

NBCD = Next Battery Change Due

<p><b>This logbook is for keeping records at:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Maintenance company:</b></p> <hr/> INFINITE FIRE & SECURITY LTD <hr/> Infinite House <hr/> 6 Farrow Close <hr/> Dodworth <hr/> Barnsley <hr/> S75 3TE
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<b>Responsible Person/s:</b>								
No.	Location	NBCD	No.	Location	NBCD	No.	Location	NBCD
1			26			51		
2			27			52		
3			28			53		
4			29			54		
5			30			55		
6			31			56		
7			32			57		
8			33			58		
9			34			59		
10			35			60		
11			36			61		
12			37			62		
13			38			63		
14			39			64		
15			40			65		
16			41			66		
17			42			67		
18			43			68		
19			44			69		
20			45			70		
21			46			71		
22			47			72		
23			48			73		
24			49			74		
25			50			75		



## EMERGENCY LIGHTING MONTHLY TEST

Test types:

C = Commissioning and verification test M = Monthly test A = Annual test

Date	Test Type	Result - Test Passed	Result - Test Failed Need for repair of system notified	Result - Test Failed Need for safeguarding of premises noted
		Sign Below	Sign Below	Sign Below

## FIRE EVACUATION DRILLS

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:          Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:          Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:          Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:          Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

**\*Carry out evacuation drills at least 6 monthly or more often if assessed.**

## FIRE EVACUATION DRILLS

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:      Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:      Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
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<b>Responsible Person:</b>	
Name:	
Position:	
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Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
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No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
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Signature:	

Date of Drill:	Assessment of Evacuation:  Remedial Action Required:  Comments:
Type of Evacuation:      Drill / Actual Alarm / False Alarm	
No. of Persons Involved:	
Evacuation Time:	
Time to Roll Completion:	
<b>Responsible Person:</b>	
Name:	
Position:	
Signature:	

**\*Carry out evacuation drills at least 6 monthly or more often if assessed.**

### STAFF TRAINING RECORD


### STAFF TRAINING RECORD




# Intruder Alarm Information Sheet

Please complete this sheet as soon as practicable following handover of the system.

## Telephone Numbers:

Emergency Service .....  
Local Police .....

## Persons authorised to set and unset the system:

Name: ..... Date Nominated: .....  
.....  
.....  
.....  
.....

Persons nominated must be instructed in the correct use of the alarm system.

## Keyholders nominated to attend in cases of emergency:

Name: ..... Telephone Number: .....  
.....  
.....  
.....  
.....

List the names in the order you authorise contact to be made by the Police in the event of an alarm condition.

Date of Handover: .....  
System Demonstrated: .....  
Entry Route: From: .....  
                  To: .....  
Exit Route: From: .....  
                  To: .....

Entry Time: ..... Seconds  
Exit Time: ..... Seconds  
Bell Delay: ..... Minutes

Personal Attack: Silent / Audible

Isolatable Zone(s): .....

**Record the Certificate Number** .....

# The Management of your Alarm System

## Introduction

This handbook contains guidance on the management of your alarm system. Please make sure that anyone who is responsible for the alarm system regularly reads and understands it.

It is important that the changes between the original specification and the items actually fitted are noted and agreed by yourself and the company. Where applicable, such changes must be agreed with your insurer in writing.

This handbook should be kept in a safe place, but should be made available during visits by our engineers.

In addition to this handbook, you should be provided with a copy of your system record (or “as fitted specification”) together with any amendments.

## Operation of the System

An intruder alarm system will only function correctly and efficiently if it is operated properly. You will have been taught how to do this by our engineer at the commissioning of the system and, under their supervision, you have practised operating the alarm system yourself until you are able to demonstrate that you know the complete procedure.

The engineer will also have left you operating instructions to be displayed clearly on or near to the control unit.

A suggested sequence of the events when setting and unsetting the system is;

### Setting the system:

- 1 Make sure that everyone has left the premises
- 2 Securely fasten all doors, windows and fan lights
- 3 Stock on shelves or stacked in piles should be stable, a falling item can trigger the alarm
- 4 Set the system by the following written instructions.

### Unsetting the system:

- 1 Initiate the unsetting procedure and keep on the access route to complete the unsetting at the control unit before any other person enters the protected area.



## Liaison

Police will expect you to choose and authorise others called Key holders who are able to operate the alarm system in your absence. You might choose another employee, a friendly neighbour or a nearby relative willing to enter the premises when you are away.

You must inform Infinite Fire & Security Ltd in writing or email of the key holders names, addresses and telephone numbers, and also any changes to the information you have provided previously.

You should inform Infinite Fire & Security Ltd;

- Of every alarm generated as soon as possible and in any event within 24 hours of its happening. An audible - only system, sounded accidentally by you, need not be reported.
- When any wear or damage happened to the building that could affect the operation of the alarm system. It should also be repaired promptly.
- Before structural changes are made to the building.
- Before the building is used for any other purpose than at the time of the security survey.

## EMCS Alarm Receiving Centre “ARC” (where applicable)

In order to reduce the number of false calls passed to the police service, EMCS with a view to checking whether an alarm signal has been transmitted in error, before the police are called, applies to various safeguards and protocols.

Infinite Fire & Security Ltd should clearly explain to you the arrangements that apply in your case.

In commercial premises it is common to agree alarm setting and unsetting times if they are to be monitored. Remember, if these times are to be changed Infinite Fire & Security Ltd must be notified well in advance.

If your alarm signals to the police via EMCS, following activation it will probably require resetting at the control panel by Infinite Fire & Security Ltd. Until this has been done, the alarm cannot be set, and this may have implications for your insurance cover.

## Precautions To Take

Always remove the reset key from a personal attack button. In some cases the key can jam the mechanisms and prevent its operation.

Automatically controlled electrical equipment such as fans, refrigerators, heaters and lifts can affect the performance of the alarm system. They must be taken into account when operating the alarm system.

Remember especially those items which may be switched on automatically when the premises are unoccupied, particularly equipment like to change temperature if within a range of passive infra-red movement detectors.

Ensure that where movement detectors are installed the area is kept free of small animals or birds. Particular attention should be paid to eliminating other movement within the protected area eg. Curtains swaying in the draught.

In commercial premises, ensure that the stacking level and stability level of the stock complies with our recommendations in order that the movement detectors do not respond to stock movement. In the event of a proposed re-arrangement of stock, please contact for advice. Remember that the stock or any other items placed in front of the movement detector will reduce the area coverage and put the PIR's into mask.

Do not connect additional equipment to the telephone line, used by the alarm system, without a consultation with your alarm company. Incompatible equipment can prevent the successful transmission of alarm activation to EMCS, and in some circumstances may generate false alarms.

## Visitors - Ask To See Proof Of Id

All our engineers employed by Infinite Fire & Security Ltd will have personal ID on them. Please feel free to ask to see it, and check with our offices too should you need to.

## Routine Maintenance

The frequency and the content of maintenance visits are prescribed in the British Standard. The requirement is shown in the following table:

Maintenance Visits Per Annum	
Audible Only Systems	Remote Signalling Systems
1 <i>(2 when primary batteries are used)</i>	2

An engineers report will be completed after each maintenance visit and should be signed by the engineer and yourself.

The following checks should be made during routine maintenance service;

- A visual check of the installation for completeness, mechanical damage and wear.
- An electrical check of the systems power supplies including batteries.
- A walk test of all movement detectors.
- Operation check of control unit covering: Entry/Exit routes, Anti-tamper switches, circuit identification indicators.
- Physical examination and sounding of the external bell under its own power.
- Activation of any remote signalling device.
- Setting and triggering.

## Emergency 24 Hour Call Out Service

Infinite Fire & Security Ltd provide a 24 hour service all year round to restore your installation to working condition if it becomes faulty at any time, day or night.

The response should normally not exceed 4 hours. A report will be generated after the visit and will need to be signed by the engineer and yourself.

## Record Temporary Disconnection

When it is not possible to repair a part of your installation it may be disconnected from the circuit, thereby reducing the effectiveness of the alarm system. This also applies if a circuit or device is placed on test for a predetermined amount of time.

It is required to document the reasons for the disconnection and the date of reconnection, it also requires the date documenting for disconnection, you will also have to authorise this. Infinite Fire & Security Ltd will repair and reconnect item (s) within a 21 day period.

## Record Of Visits

It is strongly recommended you ensure that a record is made of all alarm activations and visits made by our engineers.

The information you need to be keeping on record is;

- Date and time of the incident or problem with the alarm system and the engineers arrival.
- The number of the zone or circuit activated.
- Action taken.
- Engineers report and make sure both the engineer and yourself sign this.

## Avoiding False Alarms

### 10 POINTS TO REMEMBER

- Make sure that only the persons who have been properly instructed operate the alarm.
- Carefully close and secure all doors and windows before setting the alarm.
- Check that movement detectors are not obstructed.
- Do not allow sources of heat or sound, or permit moving objects in a range of your movement detectors. Check that there is no unstable stock, and ensure that no birds or stray animals are present.
- Know the specified Entry/Exit route and keep to it when setting and unsetting the system. Do not enter other protected areas until the system has been unset.
- Treat your alarm system with care and report all accidental damage to your alarm company.
- Remember your code word (if applicable). If your alarm system is one where EMCS telephones you after an alarm signal has been generated, then in the event of a false alarm while you are at the premises, you should wait, and do not reset the alarm until it has been confirmed as a false alarm.
- Make sure regular maintenance checks are carried out by Infinite Fire & Security Ltd. Remember that repetitive false alarms may give rise to the withdrawal of police response. Record all incidents/visits in the record book.
- Check that all keys are readily available and that the code numbers are known before entry. Notify the alarm receiving centre of any changes in the setting and unsetting times, if these are monitored.

### Record of Alarm Activations

Incident			Engineer Visit			
Date	Time	Action taken by you	Date	Reason	Action	Engineer Signature



## Equipment Installed

Zone	Equipment or Device	Position or Location	General Indication of the Areas Covered



<b>MODIFICATION:</b>	
<b>Date:</b>	<b>Instructed By:</b>
<b>Details of Work:</b>	
<b>Certificate Number:</b>	
<b>Given To:</b>	
<b>Completed &amp; Tested By:</b>	
<b>Contact Number:</b>	<b>Date:</b>

<b>MODIFICATION:</b>	
<b>Date:</b>	<b>Instructed By:</b>
<b>Details of Work:</b>	
<b>Certificate Number:</b>	
<b>Given To:</b>	
<b>Completed &amp; Tested By:</b>	
<b>Contact Number:</b>	<b>Date:</b>

<b>MODIFICATION:</b>	
<b>Date:</b>	<b>Instructed By:</b>
<b>Details of Work:</b>	
<b>Certificate Number:</b>	
<b>Given To:</b>	
<b>Completed &amp; Tested By:</b>	
<b>Contact Number:</b>	<b>Date:</b>



<b>FAULT:</b>		
<b>Date:</b>	<b>Time:</b>	<b>Reported By:</b>
<b>Repairs:</b>		
<b>Fault Repaired &amp; Tested By:</b>		
<b>Contact Number:</b>		<b>Date:</b>

<b>FAULT:</b>		
<b>Date:</b>	<b>Time:</b>	<b>Reported By:</b>
<b>Repairs:</b>		
<b>Fault Repaired &amp; Tested By:</b>		
<b>Contact Number:</b>		<b>Date:</b>

<b>FAULT:</b>		
<b>Date:</b>	<b>Time:</b>	<b>Reported By:</b>
<b>Repairs:</b>		
<b>Fault Repaired &amp; Tested By:</b>		
<b>Contact Number:</b>		<b>Date:</b>

<b>Original Installation Test (New Installation Only):</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>

<b>Periodic Test:</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>

<b>Periodic Test:</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>

<b>Periodic Test:</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>

<b>Periodic Test:</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>

<b>Periodic Test:</b>
<b>Date(s) Testing Carried Out:</b>
<b>Testing Carried Out By:</b>
<b>Contact Telephone Number:</b>
<b>Test Results Given To:</b>
<b>Remarks:</b>
<b>Next Periodic Test Due:</b>



# CCTV

## Maintenance

Systems must be maintained periodically in accordance with the schedule supplied by Infinite Fire & Security Ltd. Where special test instruments and tools are required for maintenance, this should be stated in the maintenance plan. Prior to the maintenance the test instruments should be checked for correct calibration. When periodic tests are to be carried out during maintenance this should be stated in the schedule. Sufficient spare parts should be available to carry out any necessary repairs. The results of the periodic tests should be recored and compared with previous tests. Maintenance and testing should only be carried out by qualified personnel.

## Modifications

If modifications are made to the CCTV surveillance installation or to its configuration, the documentation should be updated and an inspection test carried out on the relevant parts of the system.

Date	Engineer	Reason For Visit	Replacement Parts

## **Our Details**

### **INFINITE FIRE & SECURITY LTD**

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Faults reported on a maintained system receive a four hour response time on an emergency and same day response if non emergency faults are reported in a morning.

## **Benefits of using Infinite Fire & Security Ltd**

Infinite Fire & Security Ltd are a central based UK company with over 20 years experience in the fire and security industry. We offer nation wide coverage, with dedicated fire and security experts on hand 24 / 7.

Infinite Fire & Security Ltd offers the highest quality of products that will suit all of your security requirements, from Fire Alarm Systems, Intruder Alarms & Monitoring, Emergency Lighting, Fire Extinguishers, CCTV, Access Control, Health & Safety Guidance and Fire risk Assessments.

Whatever the size, or type of business, Infinite Fire & Security Ltd can give you the expert advice and service you need.

We understand that not only do you want the highest standard of products, you also want the ultimate peace of mind knowing your future is in safe hands, and thats what we deliver. All our products are competitively prices and come guaranteed. We pride ourselves in delivering the highest quality of workmanship in order to meet the current standards and best practices within our industry. Our third party accreditations are your assurance that we meet the highest possible standards.