

Work Docket



Client Code: SRS01-001
Client Name: SRS Office PPM
Address: Unit 1 Northwest Centre
 North West Business Park

Parent Code: SRS01
Parent Name: SRS Office
Parent Address: Unit 1 Northwest Centre
 North West Business Park

ServiceCode: 2305
PO Number: PO 1234

Job ID:

Issue	Resolution
Q2 2020 Preventative Maintenance SRS061-1 Xenex Conventional & Approx 10 Devices	Arrived on site as requested. Carried out routine service of the fire alarm.. Tested 25% of the detection devices. Sounders tested. Digi signal tested. Site contact advised of findings. System reset and healthy on departure.

Name	Started Travel	Arrival Time	Departure Time
Ronan Behan	26/04/2020 10:30:00	26/04/2020 11:00:00	26/04/2020 11:30:00

Quotation Required: No

Labour Hours:	00:30h
Travel Hours:	00:30h

Total Office Hours:	00:00h
Total Evening Hours:	00:00h
Total Night And Weekend Hours:	01:00h
Total Hours:	01:00h

SRS Office PPM

26/04/2020 11:35

Name: Ronan Behan

Name: Joe Bloggs

Procedure Plan - Service Fire Alarm

Contract: n/a
Plant Item: /
Serving: n/a

Client: SRS Office PPM
Location: n/a
Model No: n/a
Serial No: n/a

Preventative Maintenance	
Status of System on Arrival	Healthy
If other please state	
Front Panel & PSU Test Completed	Yes
Panel Cable Terminals Checked	Yes
Panel cleaned	Yes
Batteries Load Tested	Yes
Battery Age & Replacement Date	2018 replace 2022
Smoke Detectors Operated/Tested	25%
Manual Call Points Operated/Tested	25%
Heat Detectors Operated/Tested	25%
Test all Fire Inputs	N/A
Tested All Sounders/Visual Alarms	Yes
3rd Party Signals Tested	Yes
If not why	
Did you inform end user of IS requirement to test	Yes
Alarm Receiving Centre Signal Test	Yes
Have panel functions been tested	Yes
Did you update the device test list	Yes
Panel Access	Code 123
Panel Age if Available	2018
Visual Inspection of Site Carried	Yes
Any structure changes	
500mm clearance of all detectors	Yes
If no detail	
All Callpoints Unobstructed	Yes
If no detail	
Wiring and cable have been visually inspected	Yes
Protected Area (e.g. Ground Floor Block A)	SRS Office Northwest Business Park
Category Type	L2/L3
Detail Exceptions if Applicable	
Logbook Checked and Updated	Yes
IS3218 Service Cert Updated	Yes
Status of System on Departure	Healthy
Site Contact Advised of Findings	Yes
Fire Extinguisher Service Provider	SRS Fire Systems
Have you Switched Digital Outputs Off	N/A
Fire and General Register Updated?	Yes
Date of Last Extinguisher Service	01/2020
Comment	



Fire Detection and Alarm System Certificate of Servicing / Testing

Page 1 of 2

Certificate number: 2305-1
SRS Fire Systems Ltd
Unit 1 Northwest Centre, Northwest Business Park, Ballycoolin, Dublin 15.

Certificate of testing of the fire alarm system at: SRS Office PPM
 Name and protected premises of owner: SRS Office Northwest Business Park
 Address of protected Premises: Unit 1 Northwest Centre North West Business Park Dublin Dublin 15 Ireland

System Category: (Tick as appropriate)

M	L4	L3	L2/L4	L2/L3 ✓	L1	Variation as attached
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The Servicing and Testing work covered by this Certificate is as set out below

- ✓ Quarterly Servicing and Testing as in 9.2.2.5
- Annual Servicing and Testing as in 9.2.2.6 (including dates of interim certificates as below)

	Date Tested
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

- Special Servicing following a fire (the work set out in 9.2.3.2 has been completed)
- Special Servicing following a false alarm (the work set out in 9.2.3.3 has been completed)
- Special Servicing following excessive false alarms (the work set out in 9.2.3.3 has been completed and the user has been advised of the requirements of 7.3.5, 7.3.6, 7.5.2, 7.5.4).
- Special Servicing following a fault (the work set out in 9.2.3.4 has been completed).
- Special Servicing following a pre-alarm (the work set out in 9.2.3.5 has been completed)
- Other non-routine attention (specify as 9.2.3.7 or detail other works).

Note Page 2 of this certificate shall be completed, signed and dated.



Fire Detection and Alarm System Certificate of Servicing / Testing

Page 2 of 2

I/We confirm my/our competence to undertake this work and certify that the following items have been checked during the works indicated on Page 1 of this Certificate, and that consequently the system is operational and compliant in relation to these works

- ✓ Entries in the Logbook have been checked (as 9.2.2.5)
- ✓ Alarm functions and controls have been checked (as 9.2.2.5)
- ✓ A visual inspection of any structural or occupational changes has been made (as 9.2.2.5) and the system has been modified accordingly as per I.S. 3218:2013.
- ✓ A clear space of at least 500mm is preserved in all directions below and around every detector (as 9.2.2.5.1(5)).
- ✓ Detectors are sited and spaced in accordance with 6.10.3 and 6.10.4.
- ✓ All Manual call points have been checked and remain unobstructed and conspicuous (as per 9.2.2.5 or 9.2.2.6 c).
- ✓ Sounders and any link to an ARC have been tested and are operational (as 9.2.2.5 and as 9.2.2.6 a) and 9.2.2.6 e).
- ✓ Wiring, cables and cable fitting have been visually checked (as 9.2.2.6 d) and they remain secure, undamaged and adequately protected.
- ✓ Any defects have been recorded in the Logbook and reported to the Responsible Person for appropriate action (as 9.2.2.5)
- ✓ A schedule of Service (as Annex D 2) has been completed and affixed adjacent to the Fire Alarm Control Panel.

Name: Ronan Behan

Position: SRS Fire Systems Engineer

Signed:

Date: 26/04/2020

For and on behalf of (user or Service Provider): SRS Fire Systems Ltd