



# FIRE ALARM & PROTECTION SYSTEM LOG BOOK



## FIRE ALARM SYSTEM LOG BOOK

IT IS RECOMMENDED THAT THIS LOG BOOK BE MAINTAINED BY A RESPONSIBLE PERSON, WHO SHOULD ENSURE THAT EVERY ENTRY IS PROPERLY RECORDED. THIS IS NECESSARY TO SATISFY THE RECOMMENDATIONS OF BS 5839-1, COMPLIANCE WITH WHICH MAY BE A REQUIREMENT OF LEGISLATION

IN ORDER TO SATISFY THE RECOMMENDATIONS OF BS 5839-1, THE FOLLOWING MUST BE RECORDED.

- THE NAME OF THE RESPONSIBLE PERSON
- BRIEF DETAILS OF THE MAINTENANCE ARRANGEMENT
- DATES AND TIMES OF ALL TESTS, INCLUDING FIRE DRILLS
- DATES AND TIMES OF ALL FIRES TO WHICH THE SYSTEM RESPONDS
- DATES AND TIMES OF ALL FALSE ALARMS
- CAUSES, CIRCUMSTANCES SURROUNDING, AND CATEGORY, OF ALL FALSE ALARMS (IF KNOWN)
- THE IDENTITY OF ANY MANUAL CALL POINT OR AUTOMATIC FIRE DETECTOR THAT TRIGGERS ANY OF THE ABOVE FIRE ALARM SIGNALS (IF KNOWN)
- DATES, TIMES AND TYPES OF ALL FAULTS AND DEFECTS
- DATES AND TYPES OF ALL MAINTENANCE WORKS (E.G: SERVICE VISIT OR NON-ROUTINE ATTENTION)

### REFERENCE INFORMATION

SITE ADDRESS:

RESPONSIBLE PERSON:

SYSTEM DESIGNED BY:

SYSTEM INSTALLED BY:

SYSTEM COMMISSIONED  
BY:

SYSTEM ACCEPTED BY:

VERIFICATION  
UNDERTAKEN BY:

SYSTEM MAINTAINED  
UNDER CONTRACT BY:

UNTIL

### CONTACT INFORMATION

NORMAL HOURS  
(MONDAY TO FRIDAY 08:30 – 17:00)

TEL: 0845 054 0516

OUT OF NORMAL HOURS CALL SAME NUMBER – 0845 054 0516 AND OUR LINES GO DIRECT TO AN ENGINEER

(MONDAY TO FRIDAY 17:00 – 08:30, SATURDAY, SUNDAY AND BANK HOLIDAYS)



**FALSE ALARM LOG:**

Date	Time	Zone	Device that triggered alarm signal	Cause (if known)	Brief Circumstances (where cause is unknown, record activities in area)	Maintenance Visit Required? (Yes/No)	Technicians Findings (where applicable)	Category of False Alarm	Further Action Required (where applicable)	Action Completed (where applicable)

**FALSE ALARM LOG:**

Date	Time	Zone	Device that triggered alarm signal	Cause (if known)	Brief Circumstances (where cause is unknown, record activities in area)	Maintenance Visit Required? (Yes/No)	Technicians Findings (where applicable)	Category of False Alarm	Further Action Required (where applicable)	Action Completed (where applicable)

**FALSE ALARM LOG:**

Date	Time	Zone	Device that triggered alarm signal	Cause (if known)	Brief Circumstances (where cause is unknown, record activities in area)	Maintenance Visit Required? (Yes/No)	Technicians Findings (where applicable)	Category of False Alarm	Further Action Required (where applicable)	Action Completed (where applicable)

**ROUTINE MAINTENANCE LOG:**

<b>Date</b>	<b>Time</b>	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Reason for Work</b>	<b>Work Carried Out</b>	<b>Further Work Required</b>	<b>Signature</b>

**ROUTINE MAINTENANCE LOG:**

<b>Date</b>	<b>Time</b>	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Reason for Work</b>	<b>Work Carried Out</b>	<b>Further Work Required</b>	<b>Signature</b>



**ROUTINE MAINTENANCE LOG:**

<b>Date</b>	<b>Time</b>	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Reason for Work</b>	<b>Work Carried Out</b>	<b>Further Work Required</b>	<b>Signature</b>

**OTHER EVENTS:**

<b>Date</b>	<b>Time</b>	<b>Event</b> (e.g: test, fire alarm signal, fault)	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Action Required</b> (where applicable)	<b>Date Completed</b> (where applicable)	<b>Initials</b>

**OTHER EVENTS:**

<b>Date</b>	<b>Time</b>	<b>Event</b> (e.g: test, fire alarm signal, fault)	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Action Required</b> (where applicable)	<b>Date Completed</b> (where applicable)	<b>Initials</b>

**OTHER EVENTS:**

<b>Date</b>	<b>Time</b>	<b>Event</b> (e.g: test, fire alarm signal, fault)	<b>Zone</b> (where applicable)	<b>Device</b> (where applicable)	<b>Action Required</b> (where applicable)	<b>Date Completed</b> (where applicable)	<b>Initials</b>

# COMPREHENSIVE NATIONWIDE FIRE SUPPRESSION COVERAGE



[WWW.ASPECTFIRE.CO.UK](http://WWW.ASPECTFIRE.CO.UK)  
SPECIALIST PROVIDERS OF FIRE DETECTION & FIRE SUPPRESSION SYSTEMS

NORTHERN DIVISION:  
TEL: 0845 0540 516  
FAX: 0845 0540 517  
SALES-NORTH@ASPECTFIRE.CO.UK

SOUTHERN DIVISION:  
TEL: 0845 0540 518  
FAX: 0845 0540 519  
SALES-SOUTH@ASPECTFIRE.CO.UK

