Fire Alarm System Maintenance Checklist

Based on BS 5839 guidance for routine testing and servicing
RMEC Fire & Security | 0161 241 0211 | sales@rmecfire.co.uk

Weekly user test (recommended)

✓	Item
☐	Test one manual call point on a different zone each week
☐	Confirm sounders operate and are audible
☐	Confirm control panel returns to normal after reset
☐	Record the test in the log book

Monthly checks

✓	Item
☐	Check control panel for faults or disablements
☐	Verify power supply indicators are normal
☐	Confirm log book is up to date

Six-monthly / annual servicing (competent person)

✓	Item
☐	Full functional test of detectors, call points and sounders
☐	Check battery condition and charge
☐	Inspect cabling and devices for damage
☐	Test cause-and-effect / interface with other systems
☐	Verify zone charts and device locations are accurate
☐	Issue written service report

After any alarm or fault

- Investigate and record the cause

- Reset the system only after the cause is known
- Arrange a service visit if the fault persists

Record keeping

Keep a log book on site recording all tests, faults, and service visits. This supports compliance and helps identify recurring issues.

RMEC Fire & Security
Suite 85, Brooks Drive, Cheadle, SK8 3TD
0161 241 0211 | sales@rmecfire.co.uk
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This checklist is a general guide based on BS 5839 principles. Site-specific requirements may vary. Always follow the manufacturer’s instructions and any fire risk assessment recommendations.