



Emergency Voice Communication (Refuge & Fire Telephone) System Maintenance Checklist

8 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Confirm the master station shows normal status with no line or power faults
- ☐ Check outstation signage and instructions are present and legible
- ☐ Confirm refuges are clear and not used for storage

Functional Checks

- ☐ Call from each refuge outstation in rotation and confirm clear two-way speech
- ☐ Confirm the call is identified at the master station with the correct location
- ☐ Test the standby batteries and charger
- ☐ Check line monitoring reports a fault when a circuit is disconnected

Record Keeping

- ☐ Record tests and faults in the log book

Maintenance Frequency

Monthly

- Test a selection of outstations in rotation
- Check master station status
- Log the test

Annually

- Full service to BS 5839-9
- Test every outstation
- Battery test
- Issue service certificate