



Fire Alarm Control Panel Maintenance Checklist

10 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 panel shows normal status with no fault, fire, or disablement indications
- ☐ Check the zone chart and as-fitted drawings match the installed system

Functional Checks

- ☐ Test a different manual call point each week and confirm correct zone display
- ☐ Verify all zones are healthy and no detectors are isolated or in fault
- ☐ Check sounders and visual alarm devices operate at the correct level on test
- ☐ Confirm standby battery voltage and that the charger is maintaining charge
- ☐ Test interfaces to ancillary systems — door holders, AOVs, lift homing, plant shutdown
- ☐ Verify the auto-dialler or ARC (alarm receiving centre) link signals correctly

Record Keeping

- ☐ Review and clear the event/fault log, recording any recurring faults
- ☐ Record the weekly test, service visits, and any disablements in the fire log book

Maintenance Frequency

Weekly

- Test one manual call point (rotate through all points)
- Confirm panel at normal status
- Log the test

Quarterly

- Check batteries and standby supply
- Sample-test detectors and sounders
- Review fault log

Every 6 Months

- Six-monthly service to BS 5839-1 by competent person
- Test ancillary interfaces
- Inspect 50% of detectors

Annually

- Full system test — every detector and call point over the year
- Battery load test
- Cause-and-effect verification
- Issue service certificate