



Intruder Alarm System Maintenance Checklist

12 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

- ☐ Check detector positioning, masking, and any obstruction from stock or new partitions

Functional Checks

- ☐ Walk test every detector and confirm activation registers correctly at the panel
- ☐ Test door and window contacts, and shock or vibration sensors where fitted
- ☐ Verify panel operation, display, and all fault indications are clear
- ☐ Test standby battery under load and record voltage; check battery age
- ☐ Confirm signalling to the alarm receiving centre, including path fault detection
- ☐ Test internal and external sounders and any strobe devices
- ☐ Check set and unset procedures work correctly, including entry and exit timers

Safety Checks

- ☐ Verify user codes are current and remove codes for leavers

Record Keeping

- ☐ Review the event log for false alarms and investigate recurring causes
- ☐ Confirm keyholder and response details held by the receiving centre are up to date
- ☐ Update the system log book and issue the maintenance certificate

Maintenance Frequency

Monthly

- Review event log for false alarms and unset failures
- Confirm keyholder details remain current

Quarterly

- Spot-check detectors and sounders
- Verify signalling path
- Check for new obstructions to detector coverage

Annually

- Full walk test of every detector
- Standby battery load test
- Panel and signalling inspection
- User code audit
- Certificate and log book update