



Voice Alarm System (PAVA) Maintenance Checklist

9 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 voice alarm control equipment shows normal status with no faults

Functional Checks

- ☐ Test the evacuate and alert messages play correctly in a different zone each week
- ☐ Confirm the fire alarm interface triggers the correct messages in the correct zones
- ☐ Test the fireman's / emergency microphone for live announcements
- ☐ Check amplifier status and that the standby amplifier changes over on fault
- ☐ Verify standby batteries and charger, and record battery voltages
- ☐ Walk the building during a test to confirm messages are audible and intelligible
- ☐ Check loudspeaker circuits for earth and open/short-circuit faults

Record Keeping

- ☐ Record tests, faults and disablements in the voice alarm log book

Maintenance Frequency

Weekly

- Test messages in a rotating zone
- Confirm normal status
- Log the test

Every 6 Months

- Service by a competent engineer to BS 5839-8
- Battery and amplifier checks
- Loudspeaker circuit tests

Annually

- Intelligibility check in representative areas
- Full cause-and-effect with the fire alarm
- Issue service certificate