



FIRE AND SECURITY LTD



CCTV ~ Access ~ Emergency Lighting ~ Fire & Intruder Alarms ~ Fire Extinguishers ~ Risk Assessments ~ Training

Attention of Jason

Jactoon Contracting
101 Stone Street
Ashbining
Suffolk
UP3 LEE

E & J Fire and Security Ltd
Unit 5
Rice Bridge Ind Est
Station Road
Thorpe Le Soken
Essex
CO16 0HH

Dear Jason,

Thank you for the courtesy extended to me when I called recently to discuss the maintenance of your fire alarm and emergency lighting systems.

Further to our meeting I have taken this opportunity to enclose a quotation for this work but would like to bring your attention to the following benefits

As I am sure you are aware E&J Fire has had the pleasure of maintaining and certificating your fire extinguishers for some years now.

Under present government employers legislation this service must be carried out along with maintenance of your fire alarm and emergency lighting. You are also required to train your staff on the use of their fire equipment and install a fire risk assessment, which when using more than one contractor is not only time consuming, confusing, but costly.

To this end, E&J Fire can now offer our complete maintenance scheme where you can utilize a graphical fire risk assessment form and staff training.

This Includes :-

- ❑ 24 Hour on call cover
- ❑ Certification of Extinguishers to BS 5306 - Annually
- ❑ Certification of Fire Alarms to BS 5839 - (Minimum) Bi-Annually
- ❑ Certification of Emergency Lighting to BS 5266 - Annually
- ❑ Graphical Fire Risk Assessment forms
- ❑ Staff Training on the use of Extinguishers with Certification
- ❑ Staff Training on the Required in-house Testing

I am sure upon analysis, by using E&J Fire and Security Ltd to carry out this work you would not only reduce you annual overheads but would also have the reassurance your employers responsibilities and liabilities are fulfilled by one company to current British Standards.

Tel. 01255-860645
FAX. 01255-860156

Company: 4945510 VAT: 529 3442 39
Directors: Chris Garrod & Matthew Wyatt

eMail. info@eandj.info
Web. www.eandj.info

Quotation of servicing inspection

Regular maintenance of Fire alarms and emergency lighting systems is a requirement of the Fire Alarm British Standards 5839 Part 1 - 2002, and the Emergency Lighting British Standards 5266 Part 1 - 1999

All tests are carried out in accordance with the relevant British Standards, after the initial service a certificate will be issued with any notes on your system(s), thereafter a minimum of 1 visits per year is required in accordance with the above.

To send a fully qualified technician to service and certify the enclosed listed equipment in accordance with the latest British Standards will cost the total amount for labour per visit of :-

TOTAL £120 +VAT

This quotation is available for acceptance for 30 days,
and is subject to E&J FIRE AND SECURITY Ltd standard terms and conditions.

Please note, your annual fire extinguisher service and invoicing will continue as normal, with the addition of staff training and certification.

The above quotation is dependent on the batteries being no older than four years and all other equipment being of sound mechanical and electrical construction, with all relevant control arming and panel case securing keys or codes being available for use at the time of inspection.

Due to the diversity of fire and security systems many components will be located throughout the premises, full access to all rooms will be required by the service engineer at the time of inspection.

To comply with the relevant British Standards, the first service must be scheduled as the main inspection, this will consist of repeatedly testing all sounding and auxiliary devices in all areas, automatic doors, air extraction and fuel valves may repeatedly operate, please make all staff aware, before the date of inspection.

E&J Fire and Security Ltd strive to deliver personal service to all our customers, and look forward to working with you in future taking care of all your fire & security requirements.

Please do not hesitate to contact me on any part of the quotation listed above.

Yours Sincerely

Chris Garrod

Below is a full location report of equipment that requires maintenance in accordance with present legislation. Please take time to verify all areas of the systems have been included. Please feel free to communicate any changes that you would like for easier recognition.

Equipment List

- ◆ Located in the Shop - Entrance 1 x Fire Panel
- ◆ Located in the Shop - Entrance 1 x Call Point(s) positioned 32 on zone 1
- ◆ Located in the Shop - Entrance 1 x Strobe & Sounder(s)
- ◆ Located in the Shop - RH Front 1 x Smoke & Sounder positioned 31 on zone 1
- ◆ Located in the Shop - RH Rear 1 x Smoke & Sounder positioned 30 on zone 1
- ◆ Located in the Shop - LH Front 1 x Smoke & Sounder positioned 1 on zone 1
- ◆ Located in the Shop - LH Rear 1 x Smoke & Sounder positioned 2 on zone 1
- ◆ Located in the Shop - LH Rear Exit 1 x Call Point(s) positioned 3 on zone 1
- ◆ Located in the Shop - LH Rear Exit 1 x Strobe & Sounder(s) positioned 4 on zone 1
- ◆ Located in the Staff Room Lobby (rear of shop) 1 x Strobe & Sounder(s)
- ◆ Located in the Staff Room Lobby - Exit 1 x Call Point(s) positioned 7 on zone 2
- ◆ Located in the Staff Room 1 x Call Point(s) positioned 10 on zone 2
- ◆ Located in the Staff Room 1 x Smoke & Sounder positioned 9 on zone 2
- ◆ Located in the Post Office 1 x Smoke & Sounder positioned 24 on zone 3
- ◆ Located in the Rear Store Corridor - Adjacent Office 1 x Smoke & Sounder positioned 20 on zone 4
- ◆ Located in the Rear Store Corridor - Adjacent Office 1 x Strobe & Sounder(s)
- ◆ Located in the Rear Store 1 x Smoke & Sounder positioned 19 on zone 4
- ◆ Located in the Rear Store - Exit 1 x Call Point(s) positioned 18 on zone 4
- ◆ Located in the Rear Store - Exit 1 x Strobe & Sounder(s)

- ◆ Located in the Office 1 x Smoke & Sounder positioned 11 on zone 4
- ◆ Located in the Spirits Store 1 x Smoke & Sounder positioned 12 on zone 4
- ◆ Located in the Bakery 1 x Heat Detector(s) positioned 13 on zone 4

- ◆ Located in the External - Mail Room 1 x Call Point(s) positioned 21 on zone 3
- ◆ Located in the External - Mail Room 1 x Strobe & Sounder(s)
- ◆ Located in the External - Mail Room 1 x Smoke & Sounder positioned 23 on zone 3

- ◆ Located in the External - Plant Room 1 x Call Point(s) positioned 15 on zone 5
- ◆ Located in the External - Plant Room 1 x Heat Detector(s) positioned 16 on zone 5
- ◆ Located in the External - Plant Room 1 x Strobe & Sounder(s)

- ◆ Located in the Flats - Entrance 1 x Call Point(s) positioned 29 on zone 6
- ◆ Located in the Flats - 1st Floor Stairway 1 x Smoke & Sounder positioned 26 on zone 6
- ◆ Located in the Flats - Flat 1 1 x Sounder(s)
- ◆ Located in the Flats - Flat 2 1 x Sounder(s)
- ◆ Located in the Flats - Flat 3 1 x Sounder(s)

- ◆ Located in the All Fob Accessed Doors Release 1 x Door Release(s)

- ◆ Located in the Shop - External Canopy - 2nd 1 x 3H Emergency Built In on zone 2
 - ◆ Located in the Shop - External Canopy - 3rd 1 x 3H Emergency Built In on zone 2
 - ◆ Located in the Shop - Row 1 - 1st (From LH) 1 x 3H Emergency Built In on zone 7
 - ◆ Located in the Shop - Row 1 - 3rd 1 x 3H Emergency Built In on zone 7
 - ◆ Located in the Shop - Row 1 - 6th 1 x 3H Emergency Built In on zone 7
 - ◆ Located in the Shop - Row 1 - 9th 1 x 3H Emergency Built In on zone 7
 - ◆ Located in the Shop - Row 3 - 3rd 1 x 3H Emergency Built In on zone 6
 - ◆ Located in the Shop - Row 3 - 6th 1 x 3H Emergency Built In on zone 6
 - ◆ Located in the Shop - Row 4 - 1st 1 x 3H Emergency Built In on zone 5
 - ◆ Located in the Shop - Row 4 - 9th 1 x 3H Emergency Built In on zone 5
 - ◆ Located in the Shop - Row 6 - 1st 1 x 3H Emergency Built In on zone 8
 - ◆ Located in the Shop - Row 6 - 3rd 1 x 3H Emergency Built In on zone 8
 - ◆ Located in the Shop - Row 6 - 6th 1 x 3H Emergency Built In on zone 8
 - ◆ Located in the Shop - Row 6 - 9th 1 x 3H Emergency Built In on zone 8
 - ◆ Located in the Shop - Rear LH Exit 1 x 3H Emergency Box Sign(s) on zone 7
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- ◆ Located in the Staff Room Lobby 1 x 3H Emergency Built In
 - ◆ Located in the Staff Room 1 x 3H Emergency Built In
 - ◆ Located in the Disables W/C 1 x 3H Emergency 2D(s)
 - ◆ Located in the W/C 1 x 3H Emergency 2D(s)
 - ◆ Located in the Cleaners Store 1 x 3H Emergency Built In
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- ◆ Located in the Post Office 1 x 3H Emergency Built In
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- ◆ Located in the Rear Store - Corridor - Row 1 1 x 3H Emergency Built In
 - ◆ Located in the Rear Store - Corridor - Row 3 1 x 3H Emergency Built In
 - ◆ Located in the Rear Store - Exit 1 x 3H Emergency Built In
 - ◆ Located in the Rear Store - Freezer #1 1 x IP65 Emergency Bulkhead(s)
 - ◆ Located in the Rear Store - Freezer #2 1 x IP65 Emergency Bulkhead(s)
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- ◆ Located in the External - Flats Canopy 1 x 3H Emergency 2D(s)
 - ◆ Located in the External Access - Post Room 1 x 3H Emergency Built In
 - ◆ Located in the External Access - Post Room - W/C 1 x 3H Emergency Built In
 - ◆ Located in the External Access - Mains Room Adj Mail Room 1 x 3H Emergency Built In
 - ◆ Located in the External - Loading Bay Canopy 1 x 3H Emergency Built In on zone 13
 - ◆ Located in the External Access - Plant Room 1 x 3H Emergency Built In
 - ◆ Located in the External - Rear Walkway - 1st 1 x 3H Emergency 2D(s)
 - ◆ Located in the External - Rear Walkway - 2nd 1 x 3H Emergency 2D(s)
 - ◆ Located in the External - Rear Walkway - 3rd 1 x 3H Emergency 2D(s)
 - ◆ Located in the External - Rear Courtyard 1 x 3H Emergency Built In
 - ◆ Located in the External - Shop LH Exit 1 x 3H Emergency 2D(s)